Notes for Military and Veteran's Affairs Committee 2/12/2014

- Thank-you Chairman Stamas and the Committee Members of the Military and Veterans Affairs Committee for the opportunity to speak today. In addition, I would like to thank Representative Rendon, along with the numerous co-sponsors for the introduction of HB 5036.
- My name is Rick Donovan and I am a member of the American Legion Department of Michigan, here today in support of HB 5036. I have prepared a packet of information with sample Joint Services Transcripts along with information on how important HB 5036 is.
- At this time, please refer to the packets provided.

I. Sample Joint Services Transcripts from the Army, Marine Corps, Navy and Coast Guard. The Community College of the Air Force is an accredited institution.

II. HB 5036 Map of research 11/03/2013. Map of Servicemembers Opportunity Colleges (Created in 1972). Screenshot of webpage showing SOC CRITERIA: *REASONABLE CREDIT TRANSFER & CREDIT FOR MILITARY TRAINING AND EXPERIENCE.*

III. State of Michigan Civil Service Commission "Document of Accepted Official Transcript" requirements for employment with the State of Michigan.

IV. Sample Official Transcripts of myself from Oakland Community College, Macomb Community College, Excelsior College, NY and Thomas Edison State College, NJ.

V. How it all ties together: VRAP MAP's. 3,861 approved only 2,325 using benefit at community college or technical school, leaving 1,536 slots unused. $28,827,648 possibly left on the table. HB 5036 potentially would get many veterans halfway to a Certificate or Associate Degree.

VI. Population Maps for 9/11 veterans and how everything ties together.

Thank You for the opportunity to provide testimony on this important piece of legislation. I welcome any questions.

Rick Donovan

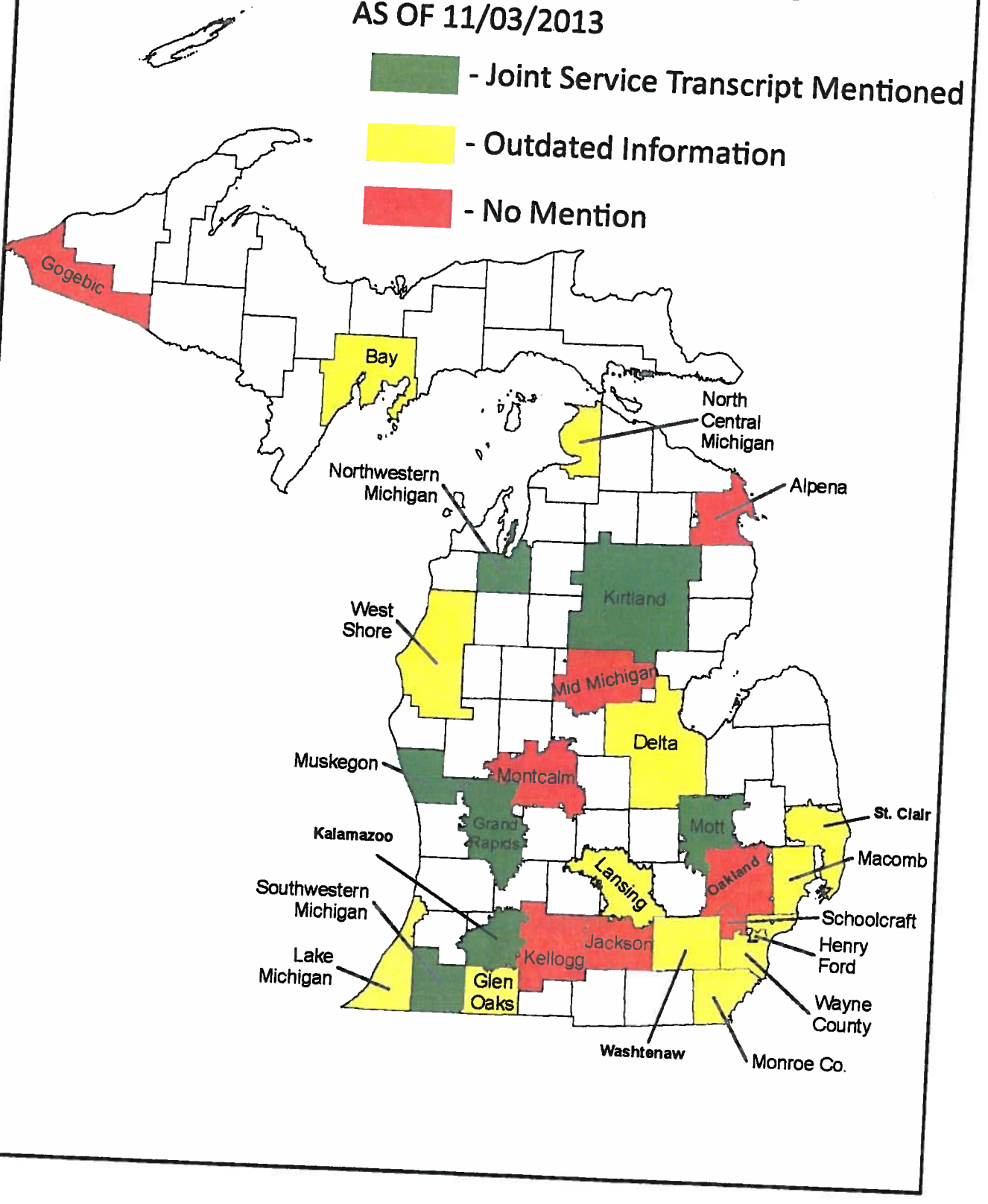
HB 5036

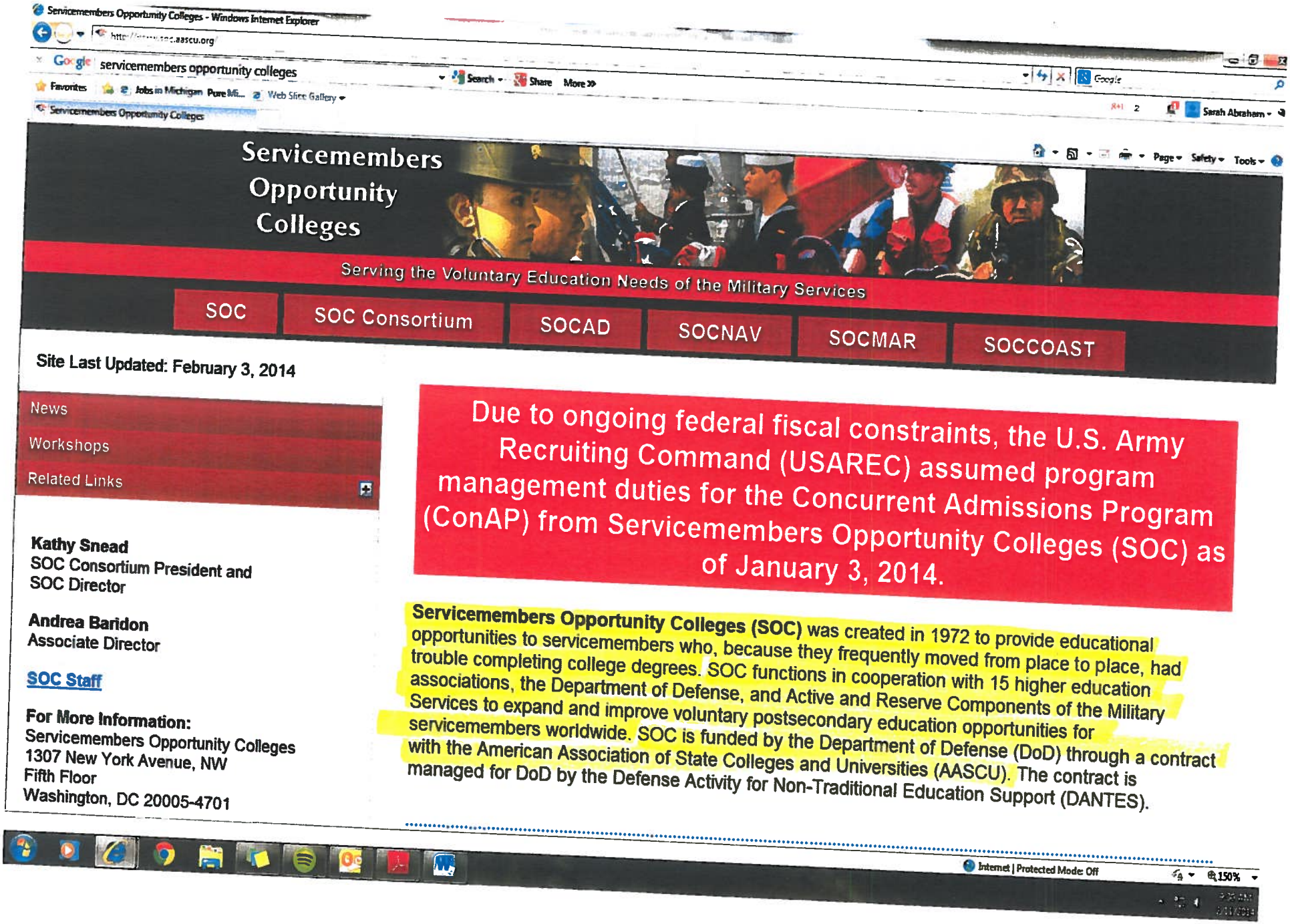
COLLEGE - LEVEL MILITARY TRAINING AND EDUCATION

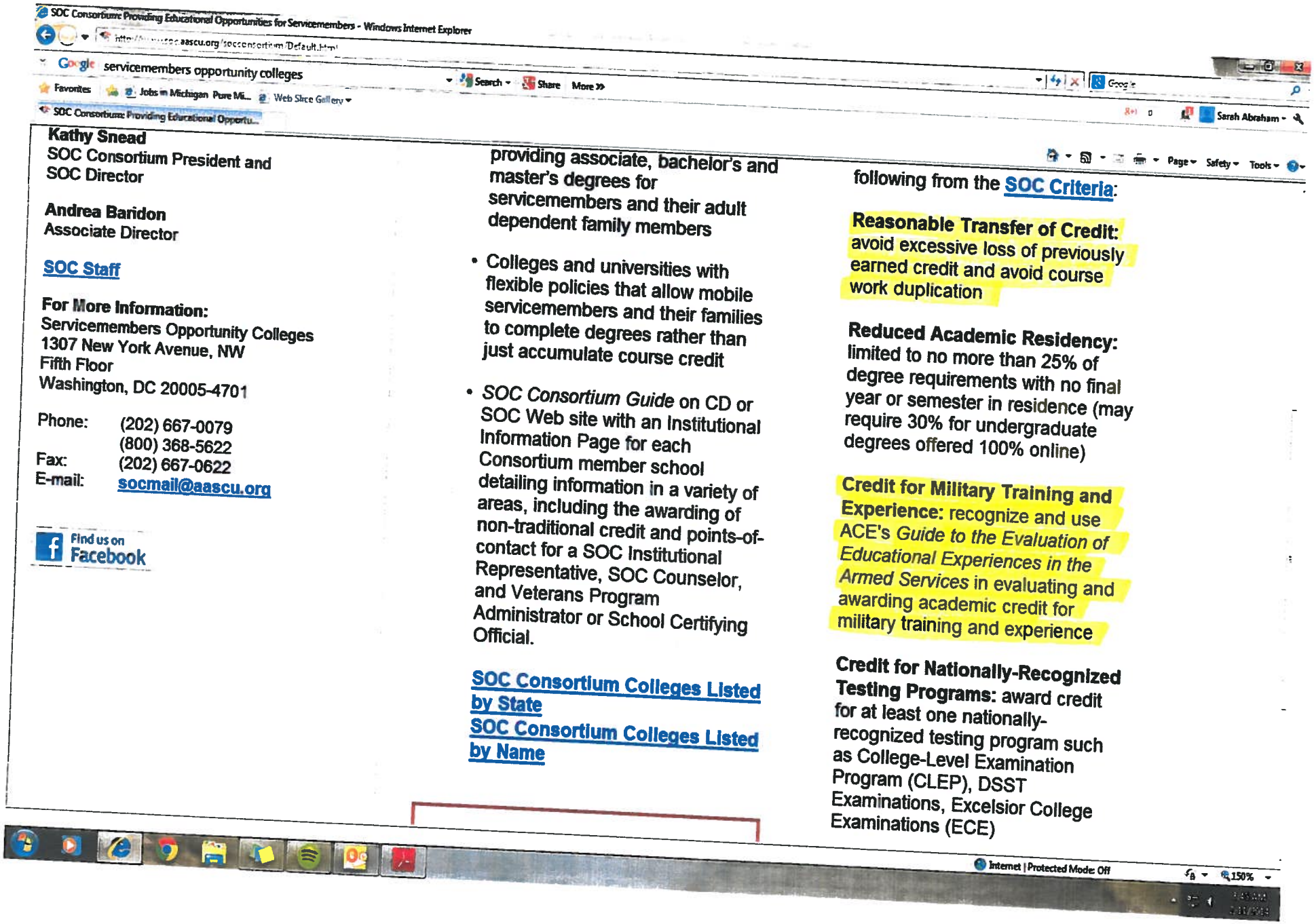
(JOINT SERVICES TRANSCRIPTS)

The American Legion Department of Michigan

HB 5036
JOINT SERVICES TRANSCRIPT MENTION ON MICHIGAN COMMUNITY COLLEGE DISTRICTS WEBSITES
AS OF 11/03/2013




Servicemembers Opportunity Colleges - Windows Internet Explorer
servicemembers opportunity colleges
Servicemembers Opportunity Colleges
Servicemembers Opportunity Colleges
Serving the Voluntary Education Needs of the Military Services
SOC
SOC Consortium
SOCAD
SOCNAV
SOCMAR
SOCCOAST
Site Last Updated: February 3, 2014
News
Workshops
Related Links
Kathy Snead
SOC Consortium President and
SOC Director
Andrea Baridon
Associate Director
SOC Staff
For More Information:
Servicemembers Opportunity Colleges
1307 New York Avenue, NW
Fifth Floor
Washington, DC 20005-4701
Due to ongoing federal fiscal constraints, the U.S. Army Recruiting Command (USAREC) assumed program management duties for the Concurrent Admissions Program (ConAP) from Servicemembers Opportunity Colleges (SOC) as of January 3, 2014.
Servicemembers Opportunity Colleges (SOC) was created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. SOC is funded by the Department of Defense (DoD) through a contract with the American Association of State Colleges and Universities (AASCU). The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).


SOC Consortium: Providing Educational Opportunities for Servicemembers - Windows Internet Explorer
servicemembers opportunity colleges
Kathy Snead
SOC Consortium President and
SOC Director
Andrea Baridon
Associate Director
SOC Staff
For More Information:
Servicemembers Opportunity Colleges
1307 New York Avenue, NW
Fifth Floor
Washington, DC 20005-4701
Phone: (202) 667-0079
(800) 368-5622
Fax: (202) 667-0622
E-mail: socmail@aascu.org
Find us on Facebook
providing associate, bachelor's and master's degrees for servicemembers and their adult dependent family members
• Colleges and universities with flexible policies that allow mobile servicemembers and their families to complete degrees rather than just accumulate course credit
• SOC Consortium Guide on CD or SOC Web site with an Institutional Information Page for each Consortium member school detailing information in a variety of areas, including the awarding of non-traditional credit and points-of-contact for a SOC Institutional Representative, SOC Counselor, and Veterans Program Administrator or School Certifying Official.
SOC Consortium Colleges Listed by State
SOC Consortium Colleges Listed by Name
following from the SOC Criteria:
Reasonable Transfer of Credit: avoid excessive loss of previously earned credit and avoid course work duplication
Reduced Academic Residency: limited to no more than 25% of degree requirements with no final year or semester in residence (may require 30% for undergraduate degrees offered 100% online)
Credit for Military Training and Experience: recognize and use ACE's Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training and experience
Credit for Nationally-Recognized Testing Programs: award credit for at least one nationally-recognized testing program such as College-Level Examination Program (CLEP), DSST Examinations, Excelsior College Examinations (ECE)
Internet | Protected Mode: Off
150%

STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

Official Transcripts

An official transcript is required for employment with the State of Michigan classified service and Civil Service examinations. It must bear the college or university certification (e.g. seal, logo, watermark, and/or letterhead), Registrar's signature, and date. Transcripts that do not meet these requirements will be considered unofficial.

A transcript described above that contains the stamp "Issued to Student" is also an official transcript. This is simply a note to the State of Michigan that the official transcript was mailed or given directly to the student.

An unofficial transcript is an internet copy printed from the student's college/university web account, a transcript stamped with "Student Copy," or a transcript that is labeled as "Unofficial."

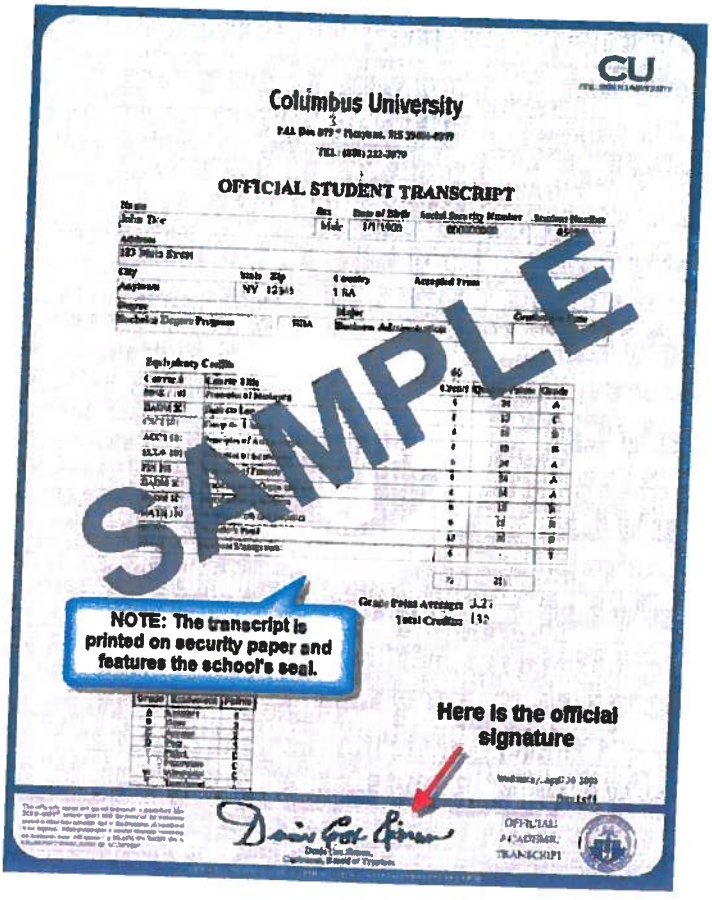
To order a copy of an official transcript, the current/former student must follow the procedures implemented by the college/university. In some cases, a transcript will not be released until all financial obligations have been met.

Upon receipt of the official transcript, it must be scanned and attached to the electronic NEOGOV application with one of the following file extensions: pdf, doc, docx, txt, or rft. When building your Applicant Profile in the NEOGOV application, click the **Add Attachment(s)** Section to add your transcript(s). When attaching transcripts, please name the college/university for each transcript attached.

Colleges and Universities are now emailing transcripts to current or former students in an electronic pdf format. These documents are valid official transcripts because they have been digitally signed and certified by the college/university, but still MUST be attached to an application before sending them in.

It is not necessary to have the college/university mail your transcript or email an electronic transcript directly to a state department unless a "Sealed Transcript" is requested by a specific person in a state department. Unsolicited transcripts mailed or emailed directly to a hiring agency without an application will not be accepted.

Below is an example of an official transcript.



EXPLANATORY LEGEND APPEARS ON REVERSE SIDE

Student Name	Richard W[redacted] Donovan
Social Security Number	[redacted]
Student ID Number	[redacted]
Date of Birth	June [redacted]
Program of Study	Industrial Technology (Restricted)
Specialization	

ISSUED TO STUDENT

Credits Transferred to OCC

American Council on Education	56.00 credits
United States Navy Experiences	9.00 credits
Central Texas College	23.00 credits

	Attempted	Completed	Grade Points	GPA

-- End of Transcript --

OAKLAND COMMUNITY COLLEGE

AN OFFICIAL SIGNATURE IS WHITE WITH A GREEN BACKGROUND

REJECT DOCUMENT IF SIGNATURE BELOW IS ALTERED OR DISTORTED

Stephen M. Linden, Registrar

This is a true and correct copy of the official record of the above-named student. The paper is green in color. The name of the institution is clearly printed in white over the face of the entire document. An official signature is white with a green background. Reject document as official if the white signature is distorted, altered or photocopied. When photocopied, a hidden security statement and the

Richard W. Donovan
[redacted]
Oxford, MI 48371

THE COLLEGE NAME APPEARS IN WHITE PRINT ACROSS THE FACE OF THIS 8.5 X 11 INCH RECORD

Macomb Community College
Education • Enrichment • Economic Development
Discover. Connect. *Advance.*

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, information from this document may not be released to a third party without written consent of the student.

ISSUED TO STUDENT

Richard W. Donovan
[redacted]
Oxford, MI 48371

Student Name
Richard W. Donovan
Student Birthdate
06/[redacted]
MCC Student ID No. [redacted] **MACRAO Satisfied**
UIC [redacted]
Date of Transcript
Sep 30 2013

COURSE	Course Title	CRD	GRD	R	GRDPT
Transfer Credit:					
American Council on	006130	56.00			
U.S Marine Corp Trai		9.00			
Sheet Metal Local #8		38.00			
Central Texas Colleg		23.00			
	Term GPA 0.000	Credit 120.00			
	Cum GPA 0.000	Credit 120.00			
	FALL 1992 (08/26/1992 to 12/19/1992)				
MTH007	BEGINNING ALGEBRA	3.00	A		12.00
SPH105	SPEECH COMMUNICAT	3.00	B		9.00
HIS231	HIS US 1865-PRES	3.00	B		9.00
PSC100	INTRO AMER POLT	4.00	B		12.00
	Term GPA 3.231	Credit 13.00			
	Cum GPA 3.231	Credit 133.00			
	SPRING 1993 (01/12/1993 to 05/15/1993)				
GEA120	WORLD GEOGRAPHY	3.00	B		9.00
CHM105	GENERAL CHEM I	4.00	C		8.00
MTH100	INTERMED ALGEBRA	4.00	B		12.00
PHI220	INTRO TO LOGIC	3.00	C		6.00
	Term GPA 2.500	Credit 14.00			
	Cum GPA 2.852	Credit 147.00			
	FALL 1993 (08/23/1993 to 12/18/1993)				
ENG261	INTRO TO NOVEL/FIC	3.00	C		6.00
HUM121	INTRO TO THE ARTS	3.00	C		6.00
ECO116	ECONOMICS I	3.00	C		6.00
	Term GPA 2.000	Credit 9.00			
	Cum GPA 2.639	Credit 156.00			
	2011 WINTER TERM (01/10/2011 to 05/14/2011)				
ATBC1160	CONSTRUCTION - COST ESTIMATING	2.00	A		8.00
	01/10/2011 to 05/09/2011				
	Term GPA 4.000	Credit 2.00			
	Cum GPA 2.711	Credit 158.00			

Continued on next Column/Page

COURSE	Course Title	CRD	GRD	R	GRDPT

Degree Received: Associate of Arts
Awarded On.....: 12/1993
Program.....: Arts & Sciences
Specializations: Arts

Program.....: Sheet Metal Structural Fab
Awards.....: Certificate on 05/01/2011
Specializations: Sheet Metal Fabrication

Degree Received: Associate of Applied Science
Awarded On.....: 05/2011
Program.....: Building Construction
Specializations: Building Construction

End of official record.

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This officially sealed and signed transcript is printed on blue SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. An official signature is white with a blue background. Transcript is valid only when the white signature of the registrar appears undistorted. When photocopied the name of the institution and the word COPY should appear. A

TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

EXCELSIOR COLLEGE

Member of The University of the State of New York
7 COLUMBIA CIRCLE
ALBANY, NEW YORK 12203-5159
(518) 464-8500

OFFICIAL TRANSCRIPT
ISSUED TO STUDENT

STUDENT ID NUMBER : [redacted]/XXX-XX-[redacted]
DOB (M/D) : 06/[redacted]
ENROLL DATE : 02/19/2013

RICHARD W DONOVAN
[redacted]
OXFORD, MI 48371
[redacted]

CONFERRED

TERM	DEPT	COURSE NUMBER	DESCRIPTIVE TITLE	SEM HRS	GRADE
MILITARY SERVICE SCHOOL COURSE					
	BASIC MILITARY TRAINING				
88/SP			MARKSMANSHIP	2.00	P
			PERSONAL HEALTH/HYGIENE	1.00	P
			OUTDOOR SKILLS PRACTICUM	1.00	P
			PERSONAL FITNESS/CONDITIONING	3.00	P
			FIRST AID	1.00	P
	PERSONAL FINANCE BY CORRESPONDENCE				
89/SP			PERSONAL FINANCE	1.00	P
	FUNDAMENTALS OF MARINE CORPS LEADERSHIP BY CORRESPONDENCE				
89/FA			EMPLOYEE RELATIONS	1.00	P
MARINE CORPS ENLISTED MILITARY OCCUPATIONAL SPECIALTY					
	INFANTRYMAN (MOS 11B20) (MCE-0321) (11B20)				
92/FA			MAP READING	1.00	P
			FIRST AID	1.00	P
	RECRUITER (MOS 00R20) (MCE-8411)				
93/SP			SOCIAL PSYCHOLOGY	2.00	P
			AUDIOVISUAL TECHNIQUES	2.00	P
			MARKETING TECHNIQUES	3.00	P
			PUBLIC SPEAKING	3.00	P
			RECORD KEEPING	2.00	P
			FIELD EXPERIENCE IN MARKETING	3.00	P
			RECORDS MANAGEMENT	3.00	P

CONTINUED ON PAGE 2

FEB 25 2013

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EXCELSIOR COLLEGE

Member of the University of the State of New York
7 COLUMBIA CIRCLE
ALBANY, NEW YORK 12203-5159
(518) 464-8500

OFFICIAL TRANSCRIPT
ISSUED TO STUDENT

STUDENT ID NUMBER : [redacted]/XXX-XX-[redacted]
DOB (M/D) : 05/[redacted]
RICHARD W DONOVAN
ENROLL DATE : 02/19/2013
[redacted]
OXFORD, MI 48372
[redacted]

CONFERRED

TERM	DEPT	COURSE NUMBER	DESCRIPTIVE TITLE	SEM HRS	GRADE
INTERNATIONAL TRAINING INSTITUTE FOR THE SHEET METAL AND AIR CONDITIONING INDUSTRY					
			SHEET METAL APPRENTICE CURRICULUM		
98/FA			APPLIED MATHEMATICS	2.00	P
			HUMAN RELATIONS IN THE WORKPLACE	2.00	P
			ENVIRONMENTAL HEALTH AND SAFETY	3.00	P
			BASIC ELECTRICITY	1.00	P
			BLUE PRINT READING AND BUILDING CODES	5.00	P
			HVAC INSTALLATION TECHNIQUES	4.00	P
			HVAC FUNDAMENTALS	4.00	P
			HEAT LOADS AND PSYCHROMETRICS	4.00	P
			HVAC TOOLS AND EQUIPMENT	2.00	P
			SHEET METAL LAYOUT	6.00	P
			SHEET METAL FABRICATION	6.00	P
			TECHNICAL DRAWING	5.00	P
			FIELD EXPERIENCE	8.00	P

END OF OFFICIAL RECORD

SEAL WILL ONLY APPEAR WHEN HELD TO LIGHT

FEB 25 2013

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THOMAS A. EDISON STATE COLLEGE

101 WEST STATE STREET
TRENTON, NEW JERSEY 08608-1176

ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

Permanent Academic Record

Date of Issue: 01/17/2014
OFFICIAL SEALED TRANSCRIPT

RICHARD W [redacted] DONOVAN
[redacted]
Oxford, MI 48371
ID.: [redacted]
SSN: [redacted]
DOB: 06/08

CURRENT PROGRAM
NONMATRIC Nonmatriculated

Course	Title	Gr.	S.H.
TRANSFER CREDITS			
Central Texas College			
ENGL1301	Comp & Rhet I		3.00
ENGL1302	Comp & Rhet II		3.00
BIOL1301	Biological Science		3.00
HIST1301	Hist of Us to 1865		3.00
PSYC2301	Introd To Psychology		3.00
MISC1450	Microcmptr for Buss		4.00
SPAN1401	Beginning Spanish I		4.00
ASSESSMENT CREDITS			
TESC-ACE			
MAT 101	Technical Mathematics I	CR	2.00
MAN 251	Human Relations in Business	CR	2.00
ENT 120	OSHA Regulations	CR	3.00
ELE 211	DC Circuits	CR	1.00
TEC 142	Basic Blueprint Reading I	CR	3.00
TEC 143	Basic Blueprint Reading II	CR	3.00
MAI 143	Utility Installation	CR	4.00
MAI 199	Spec. Stud. in Selected Topics	CR	4.00
MAI 262	HVAC Controls	CR	2.00
TEC 199	Spec. Stud. in Selected Topics	CR	3.00
TEC 299	Spec. Stud. in Selected Topics	CR	3.00
TEC 299	Spec. Stud. in Selected Topics	CR	4.00
TEC 112	Metal Fabrication	CR	4.00
GRA 101	Engineering Drawing I	CR	3.00
GRA 102	Engineering Drawing II	CR	3.00
COP 199	Internship/ Co-Op Education	CR	4.00
COP 199	Internship/ Co-Op Education	CR	4.00
MAI 199	Spec. Stud. in Selected Topics	CR	4.00
TESC-Marines			
HEA 195	First Aid	CR	1.00
MSC 131	Marksmanship	CR	2.00
HEA 106	Personal Health	CR	1.00
MSC 161	Outdoor/Survival Skills	CR	1.00
PEA 199	Spec. Stud. in Selected Topics	CR	3.00
BUE 101	Personal Finance	CR	1.00
HRM 316	Employee Motivation & Productn	CR	1.00
MSC 199	Spec. Stud. in Slected Topics	CR	1.00

CUMULATIVE GPA: N/A TOTAL: 90.00

********** END OF TRANSCRIPT **********

This official transcript does not require a raised seal.

SHARON C. SMITH

REGISTRAR

UNDER THE PROVISIONS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, INFORMATION ON THIS DOCUMENT IS CONSIDERED CONFIDENTIAL AND MAY NOT BE RELEASED TO A THIRD PARTY.

U.S. Department of Veterans Affairs

U.S. Department of Labor

Veterans Retraining Assistance Program Fact Sheet

Congress passed, and the President signed into law, the VOW to Hire Heroes Act of 2011. Included in this new law is the Veterans Retraining Assistance Program (VRAP) VRAP offers up to 12 months of training assistance to unemployed Veterans. The Department of Veterans Affairs (VA) and the Department of Labor (DOL) are working together to roll out this new program on July 1, 2012.

ELIGIBILITY

To qualify, a Veteran must:

- Be at least 35 but no more than 60 years old
- Be unemployed
- Have an other than dishonorable discharge
- Not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Not be in receipt of VA compensation due to unemployability
- Not be enrolled in a Federal or state job training program

PARTICIPANTS LIMITS AND PAYMENTS

The program is limited to **45,000 participants** from July 1, 2012 through September 30, 2012, and to **54,000 participants** from October 1, 2012, through March 31, 2014. Participants may receive up to 12 months of assistance equal to the monthly full-time payment rate under the Montgomery GI Bill–Active Duty program (currently $1,564 per month). DOL will provide employment assistance to every Veteran who participates upon completion of the program. We are accepting VRAP applications now. Please visit eBenefits to apply.

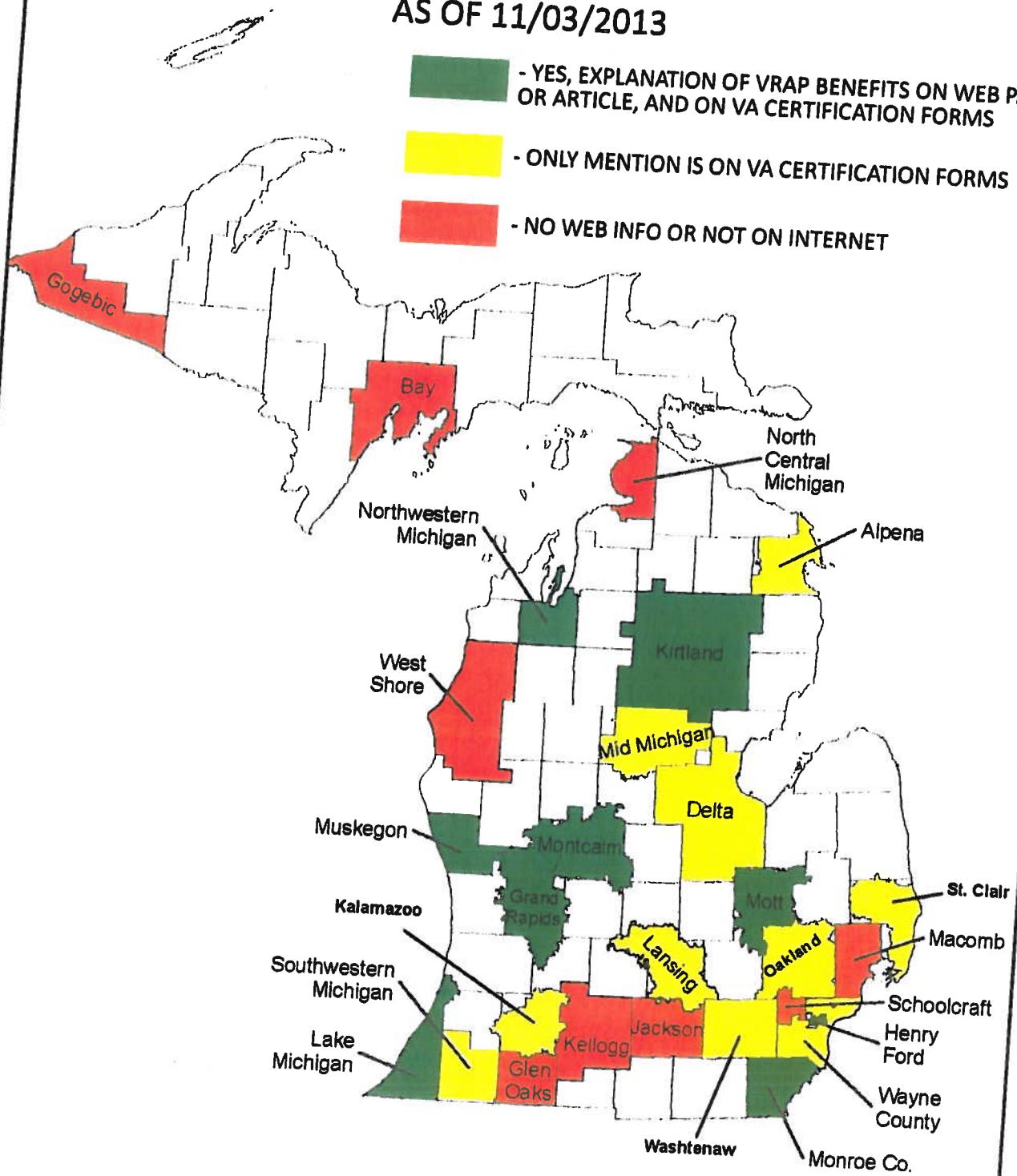
ELIGIBLE PROGRAMS

Participants must be enrolled in a program of education approved for VA benefits that is offered by a community college or technical school. The program must lead to an Associate Degree, Non-College Degree, or a Certificate, and train the Veteran for a high demand occupation. Search for an approved program here.

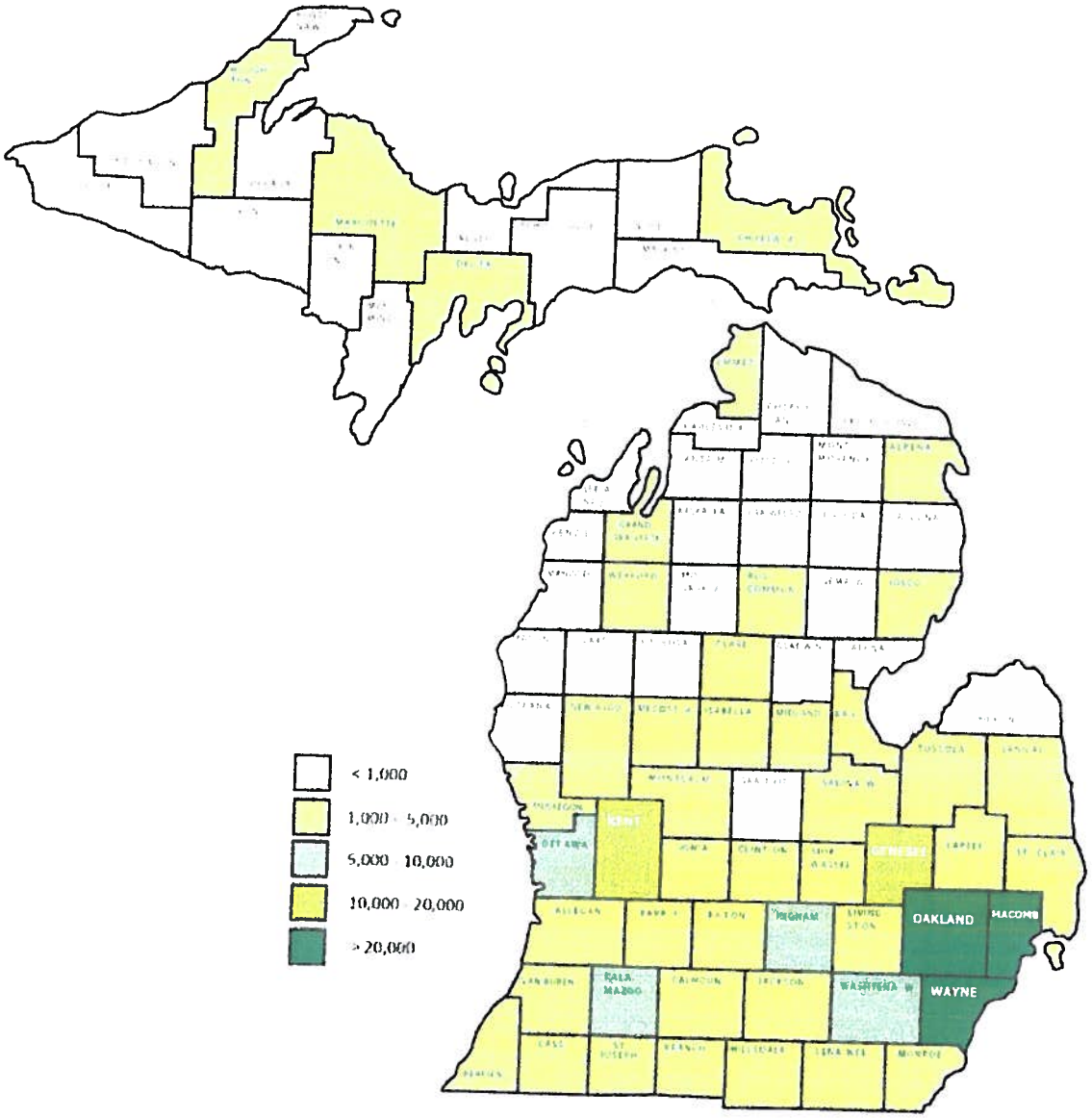
HOW TO OBTAIN MORE INFORMATION

Click here to read frequently asked questions about VRAP. Call us at 1-800-827-1000 to learn more information about the VOW to Hire Heroes act of 2011, or visit us at http://www.benefits.va.gov/vow.

HJR M
VRAP MENTION ON MICHIGAN COMMUNITY COLLEGE DISTRICTS WEBSITES
AS OF 11/03/2013



Vietnam War Era Veteran Population by County



Source: National Center for Veterans Analysis and Statistics & the American Community Survey

2011 ACS Survey

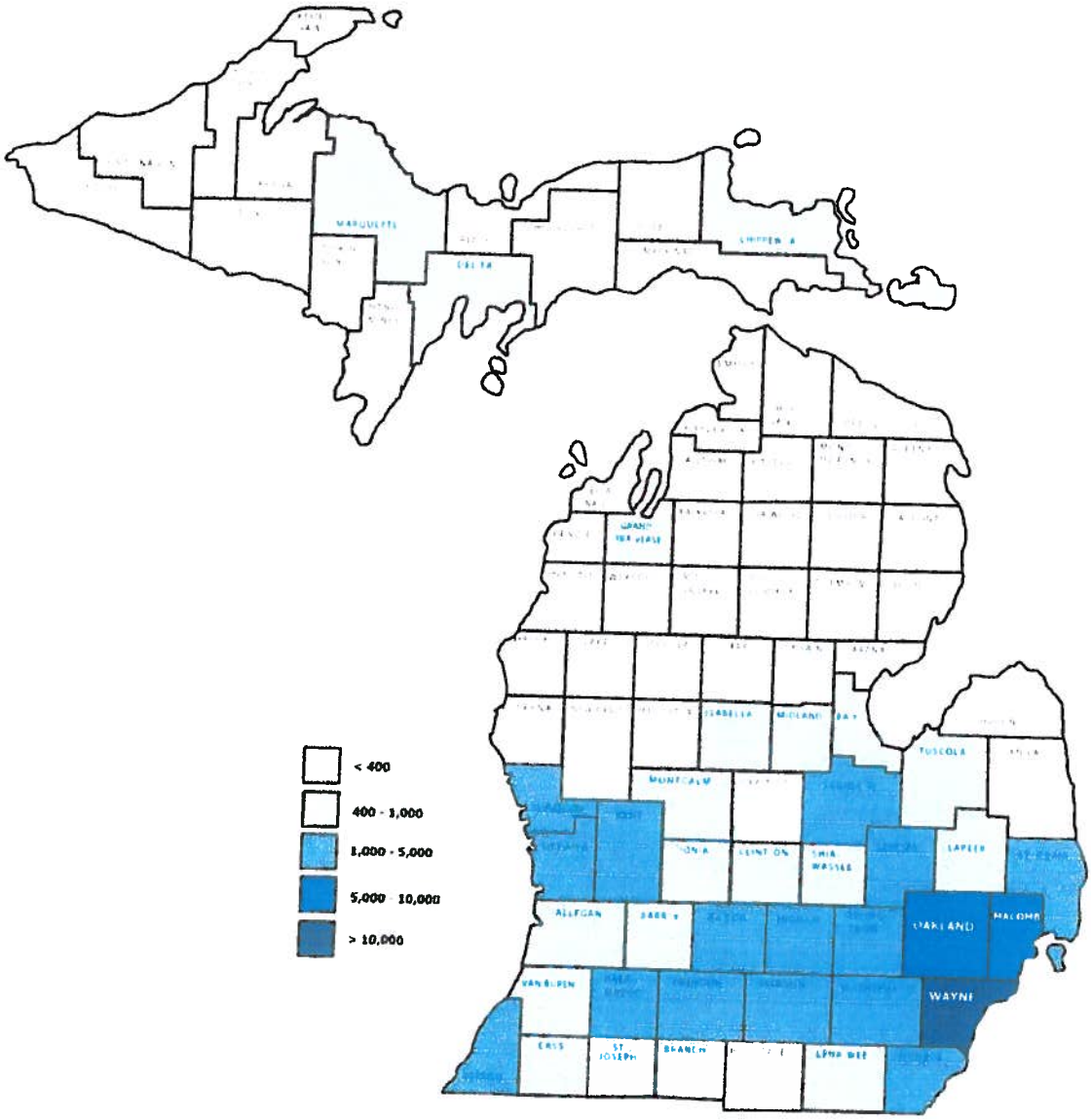
http://www.census.gov/acs

Data Published: September 30, 2012

Vietnam War Era Veteran Population: 245,000

Compiled: June 28, 2013

Gulf War 1 Era Veteran Population by County



Source: National Center for Veterans Analysis and Statistics & the American Community Survey

2011 ACS Survey

http://www.census.gov/acs

Data Published: September 30, 2012

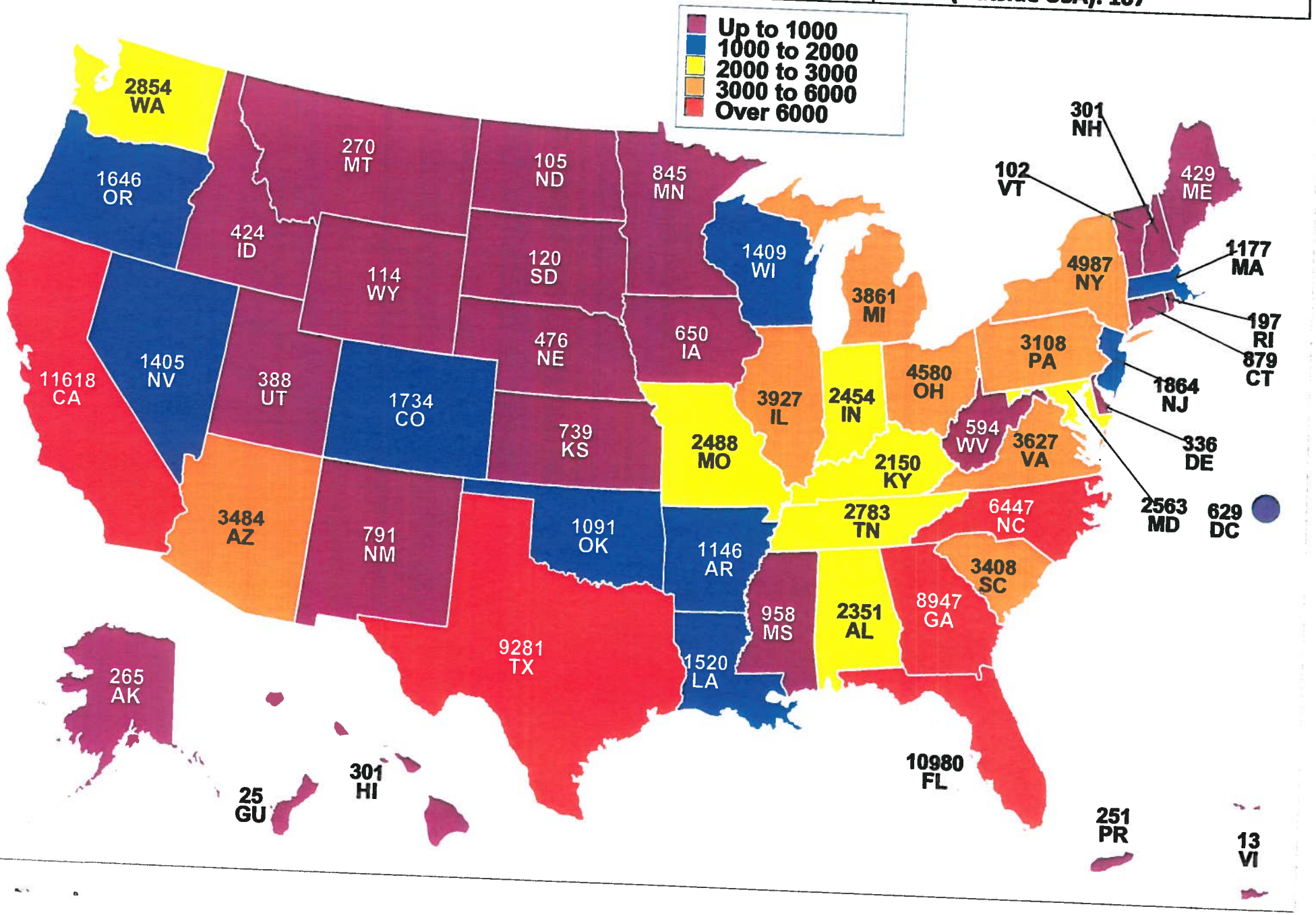
Pre-9/11 Gulf War Veteran Population: 82,000

Compiled: June 28, 2013

VRAP Applications Approved

August 29, 2013

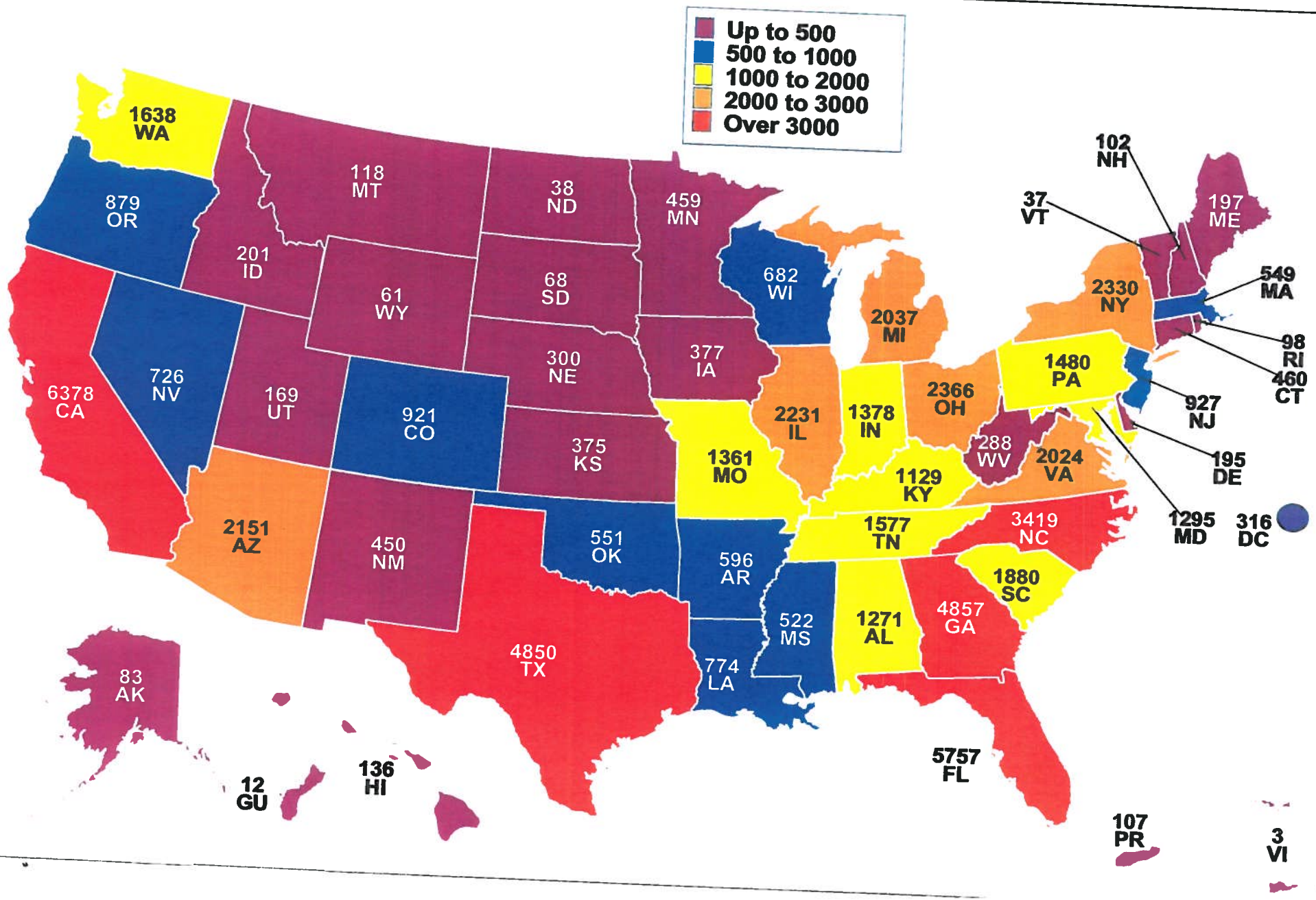
Total Applications: 136,797	Applications Approved: 119,199	Other (Outside USA): 107



VRAP Participants in Training

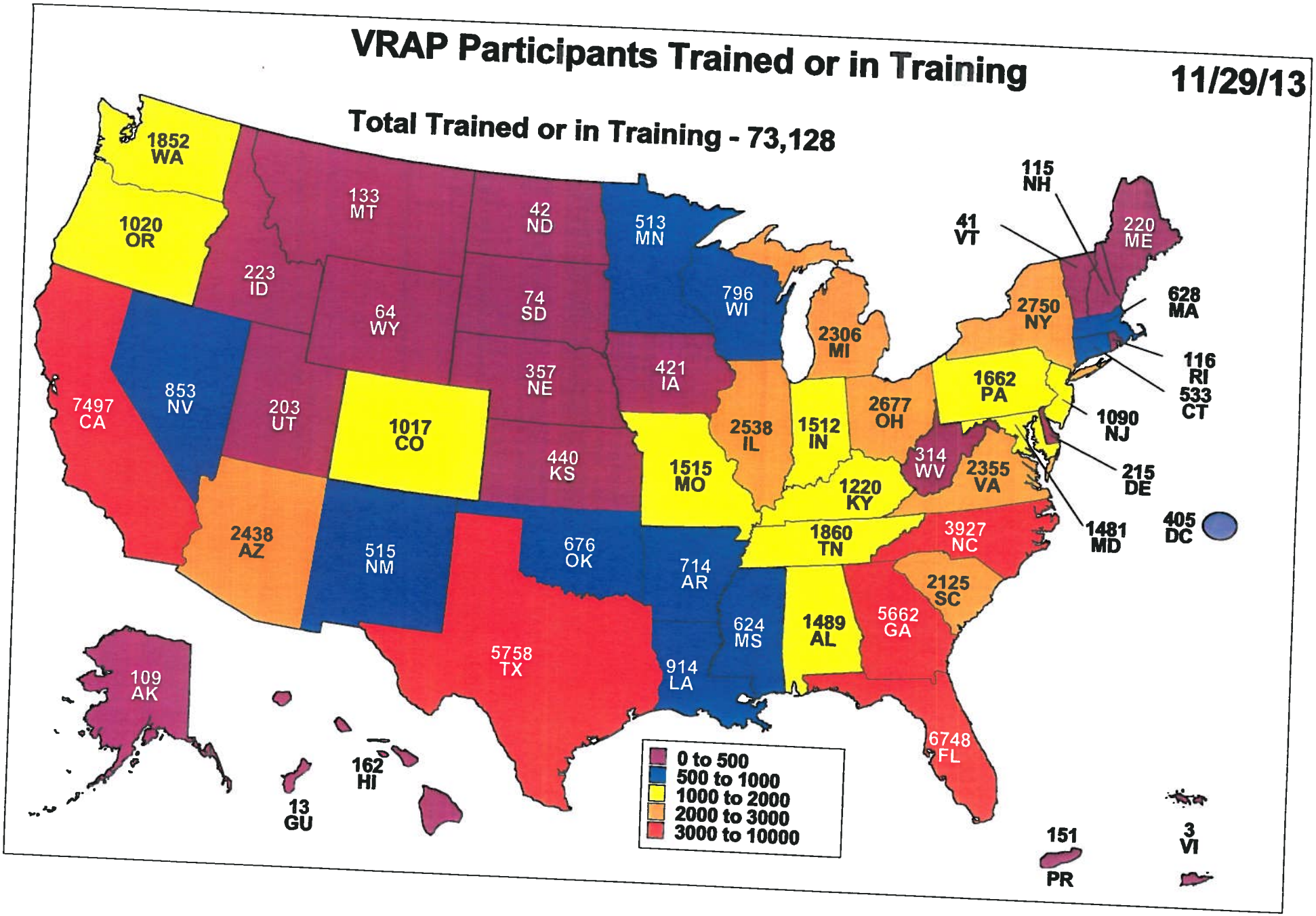
August 29, 2013

Total in Training: 61,924



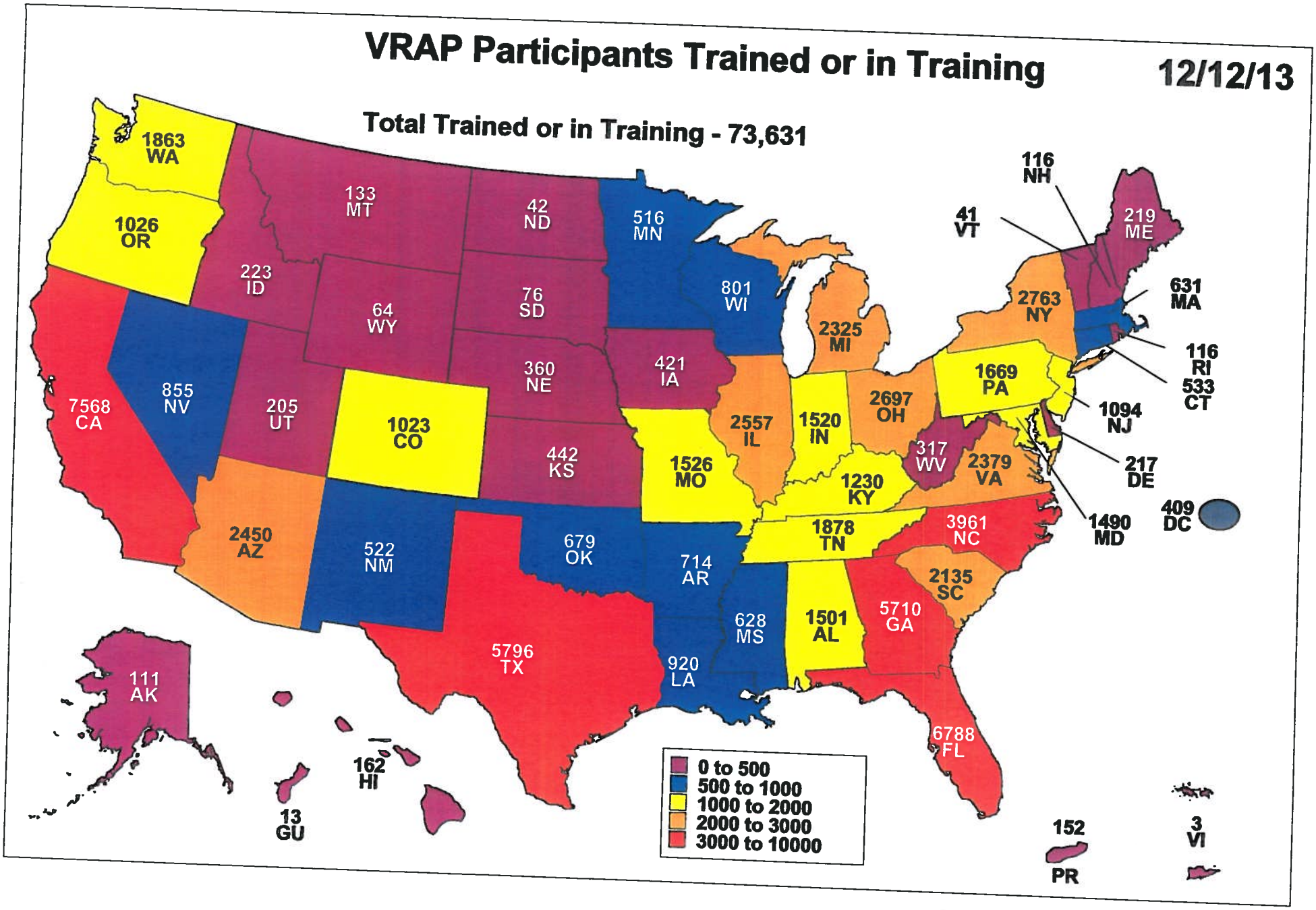
VRAP Participants Trained or in Training

11/29/13



VRAP Participants Trained or in Training

12/12/13



U.S. Department of Veterans Affairs

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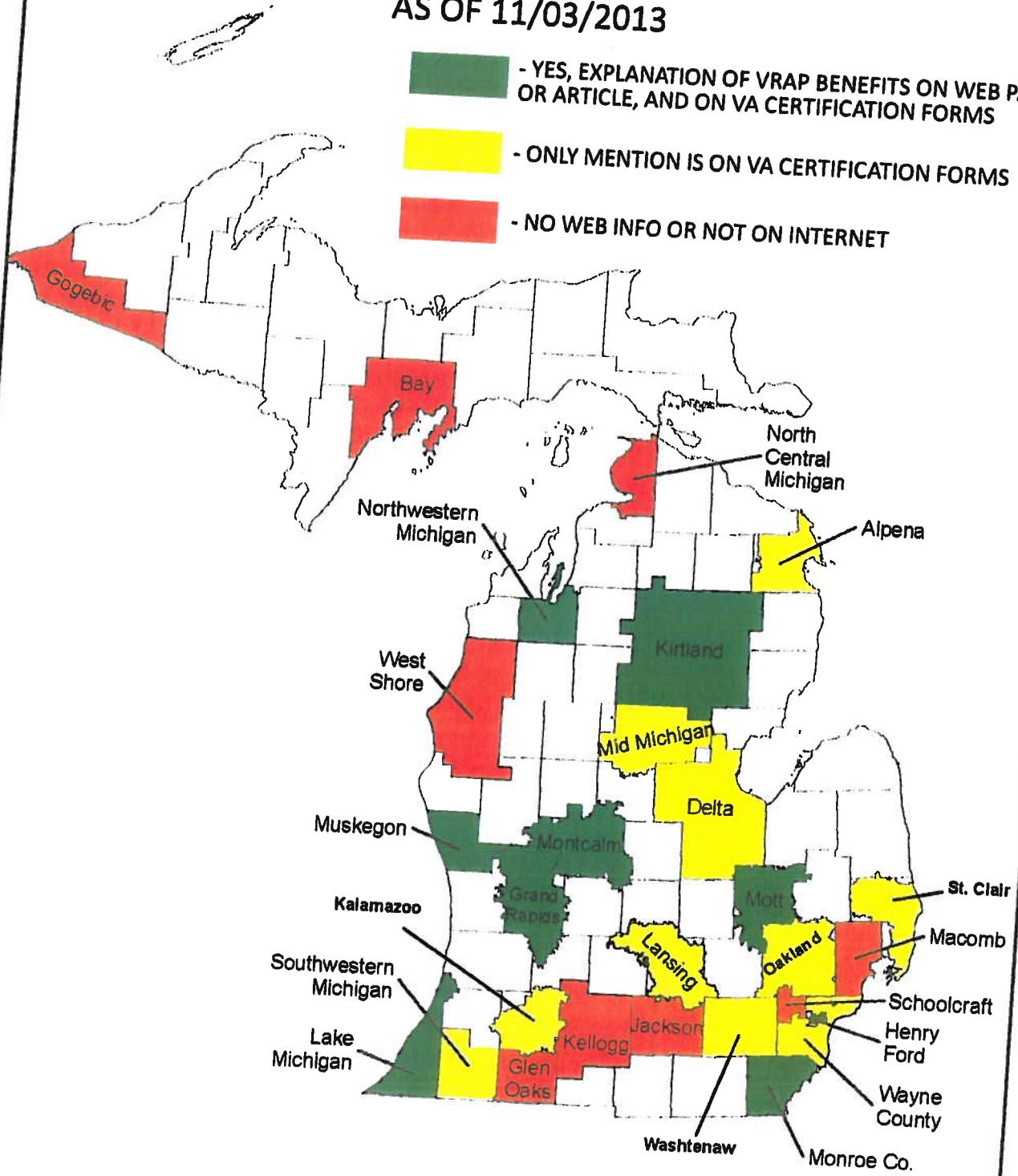
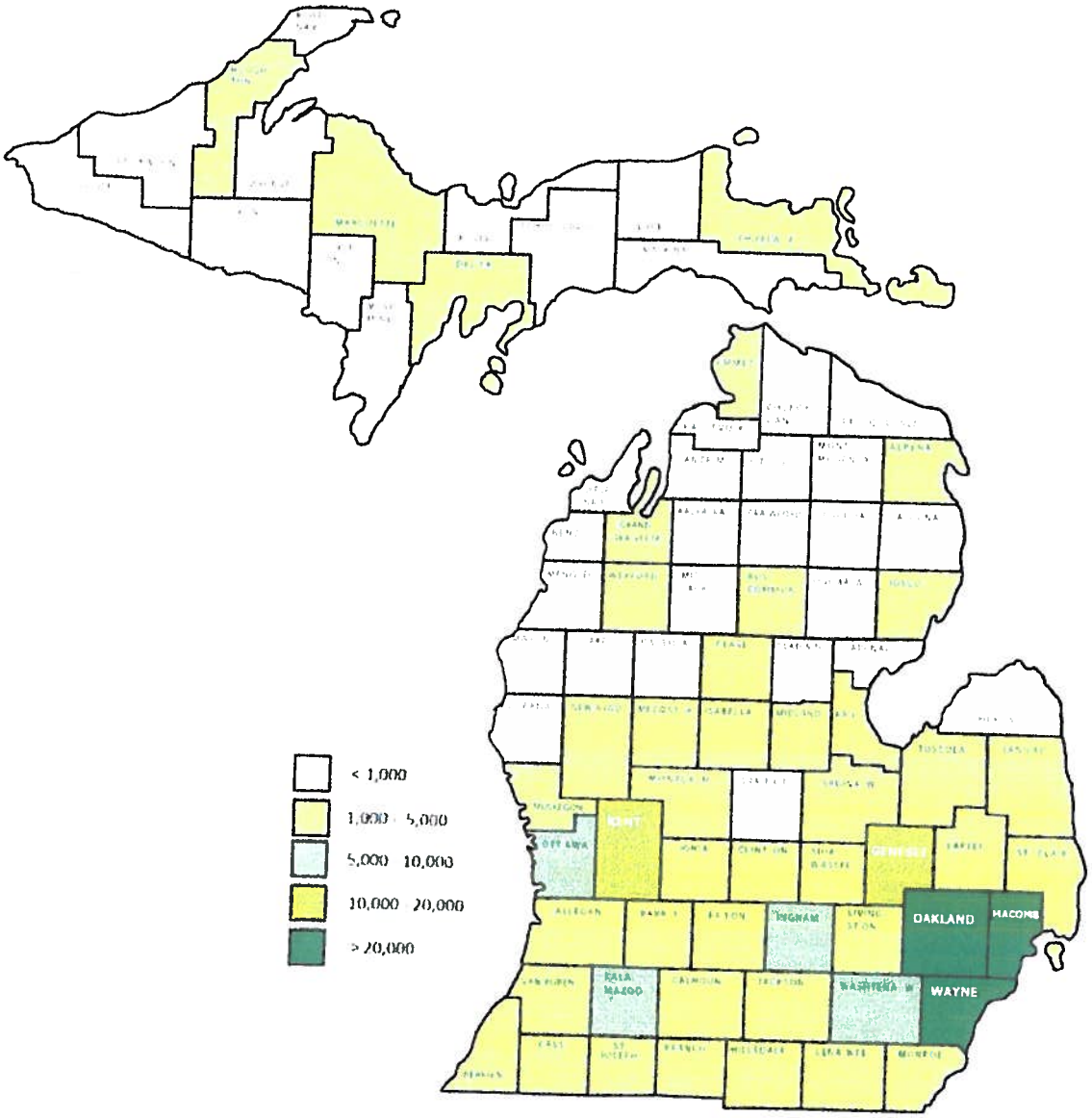
HJR M
VRAP MENTION ON MICHIGAN COMMUNITY COLLEGE DISTRICTS WEBSITES
AS OF 11/03/2013



Vietnam War Era Veteran Population by County



Source: National Center for Veterans Analysis and Statistics & the American Community Survey

2011 ACS Survey

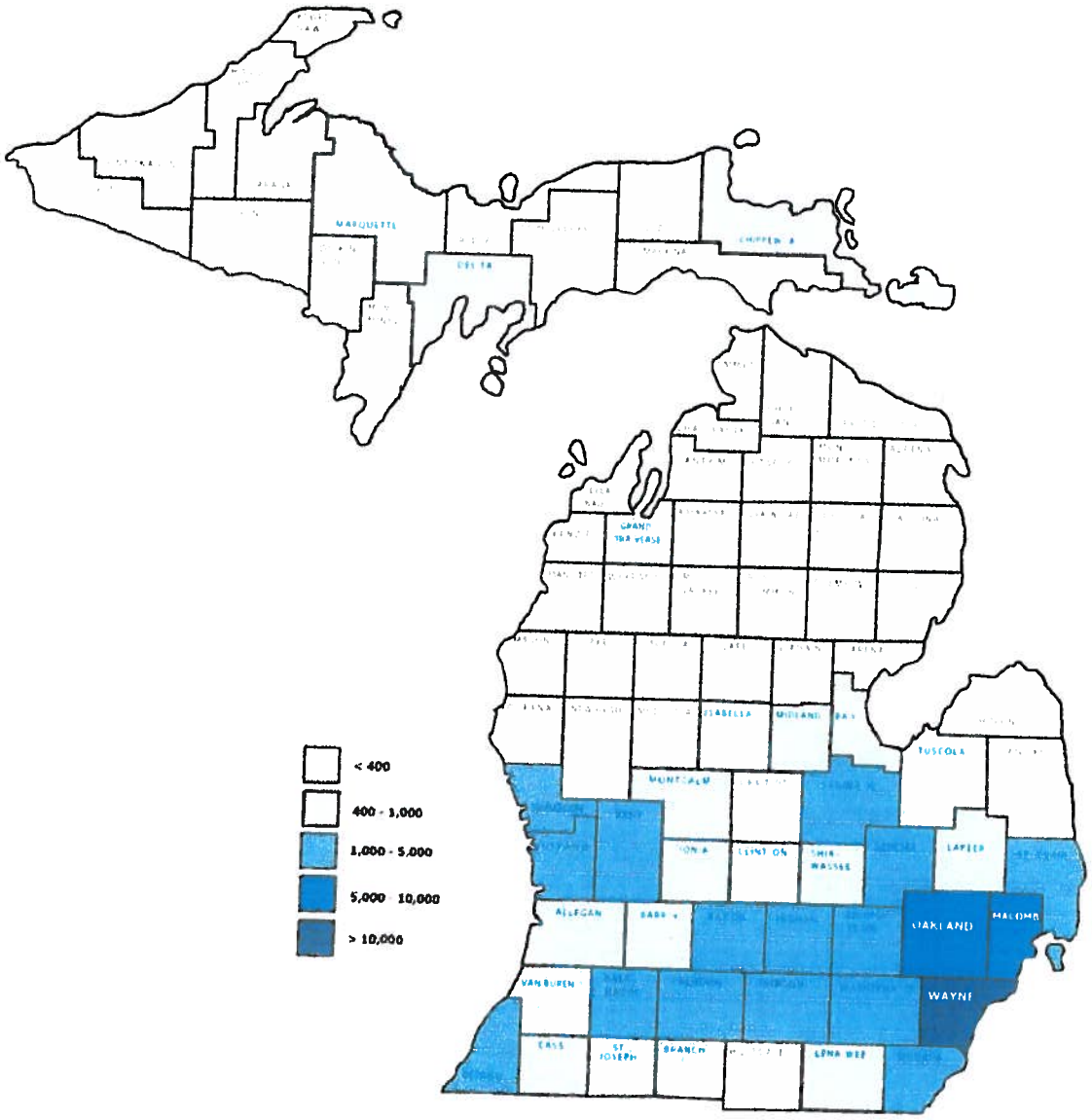
http://www.census.gov/acs

Data Published: September 30, 2012

Vietnam War Era Veteran Population: 245,000

Compiled: June 28, 2013

Gulf War 1 Era Veteran Population by County



Source: National Center for Veterans Analysis and Statistics & the American Community Survey

2011 ACS Survey

http://www.census.gov/acs

Data Published: September 30, 2012

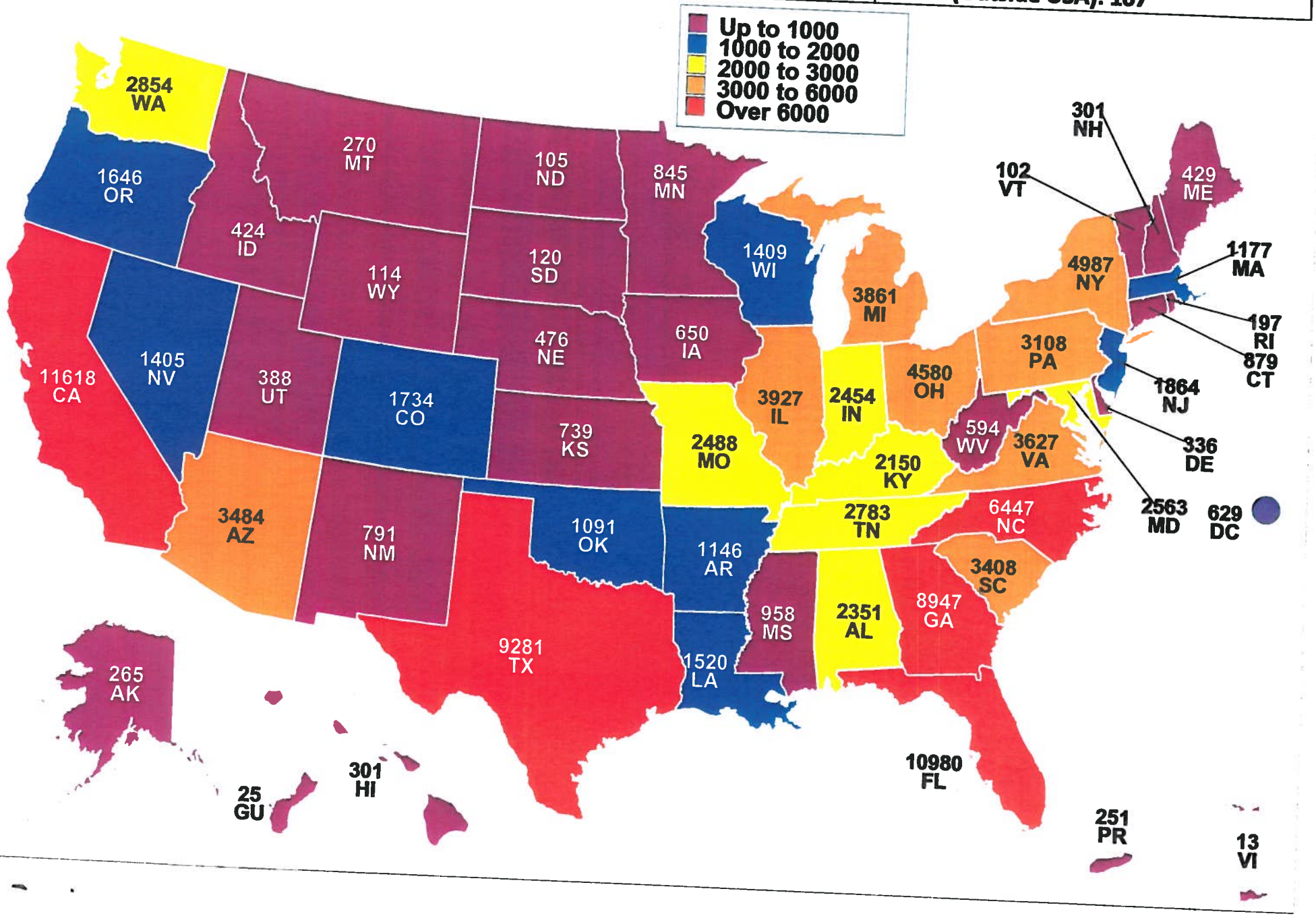
Pre-9/11 Gulf War Veteran Population: 82,000

Compiled: June 28, 2013

VRAP Applications Approved

August 29, 2013

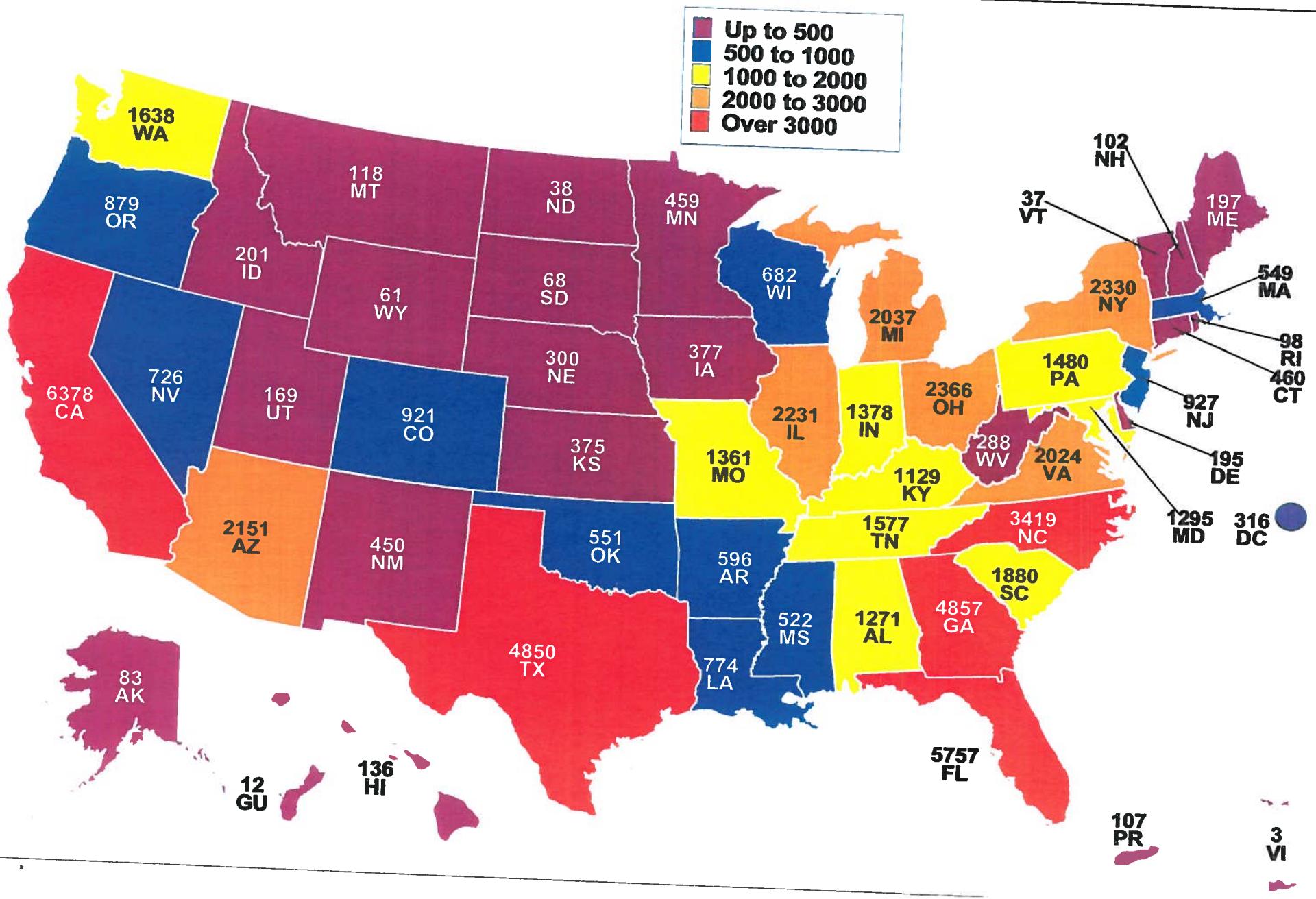
Total Applications: 136,797	Applications Approved: 119,199	Other (Outside USA): 107



VRAP Participants in Training

August 29, 2013

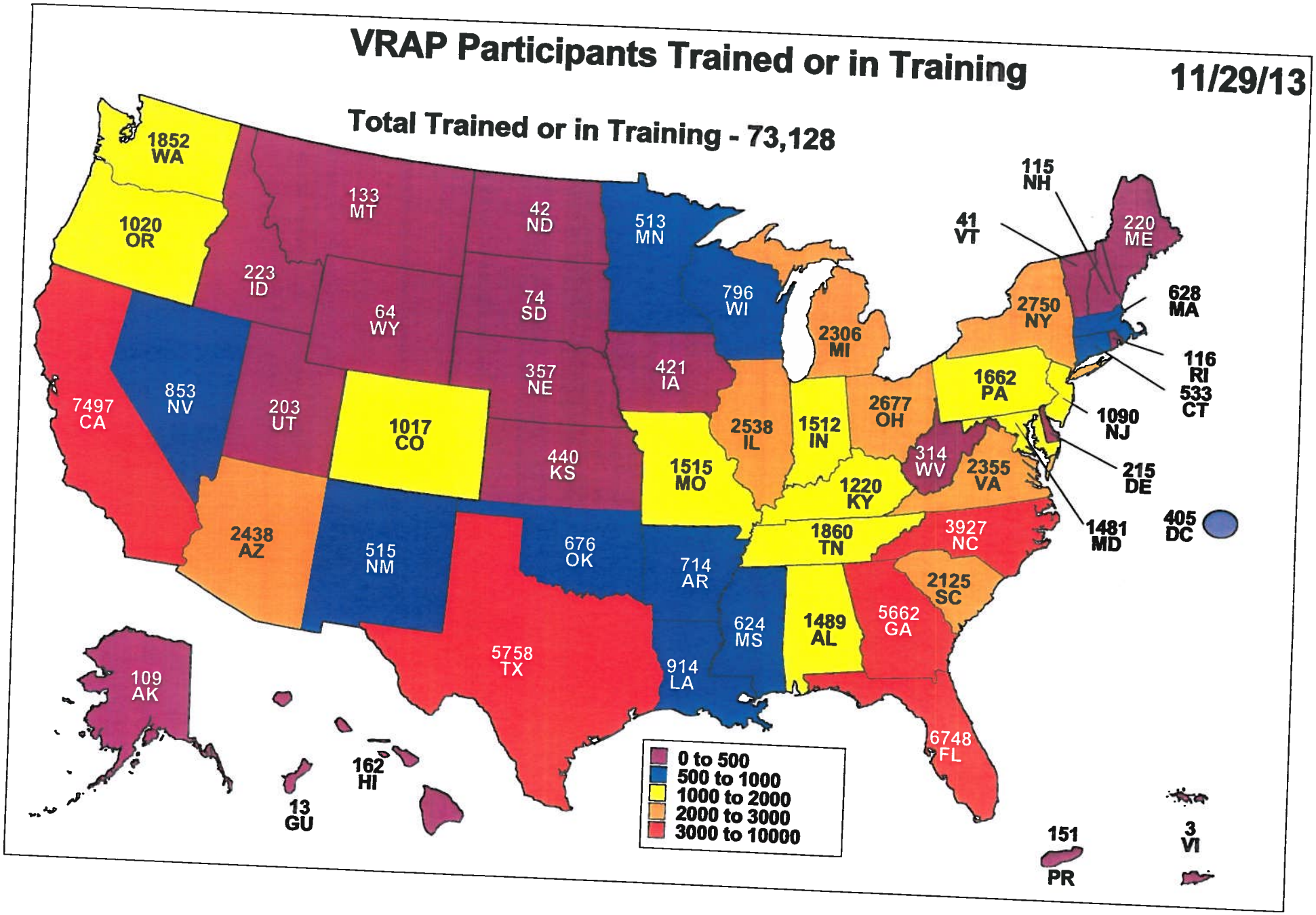
Total in Training: 61,924



VRAP Participants Trained or in Training

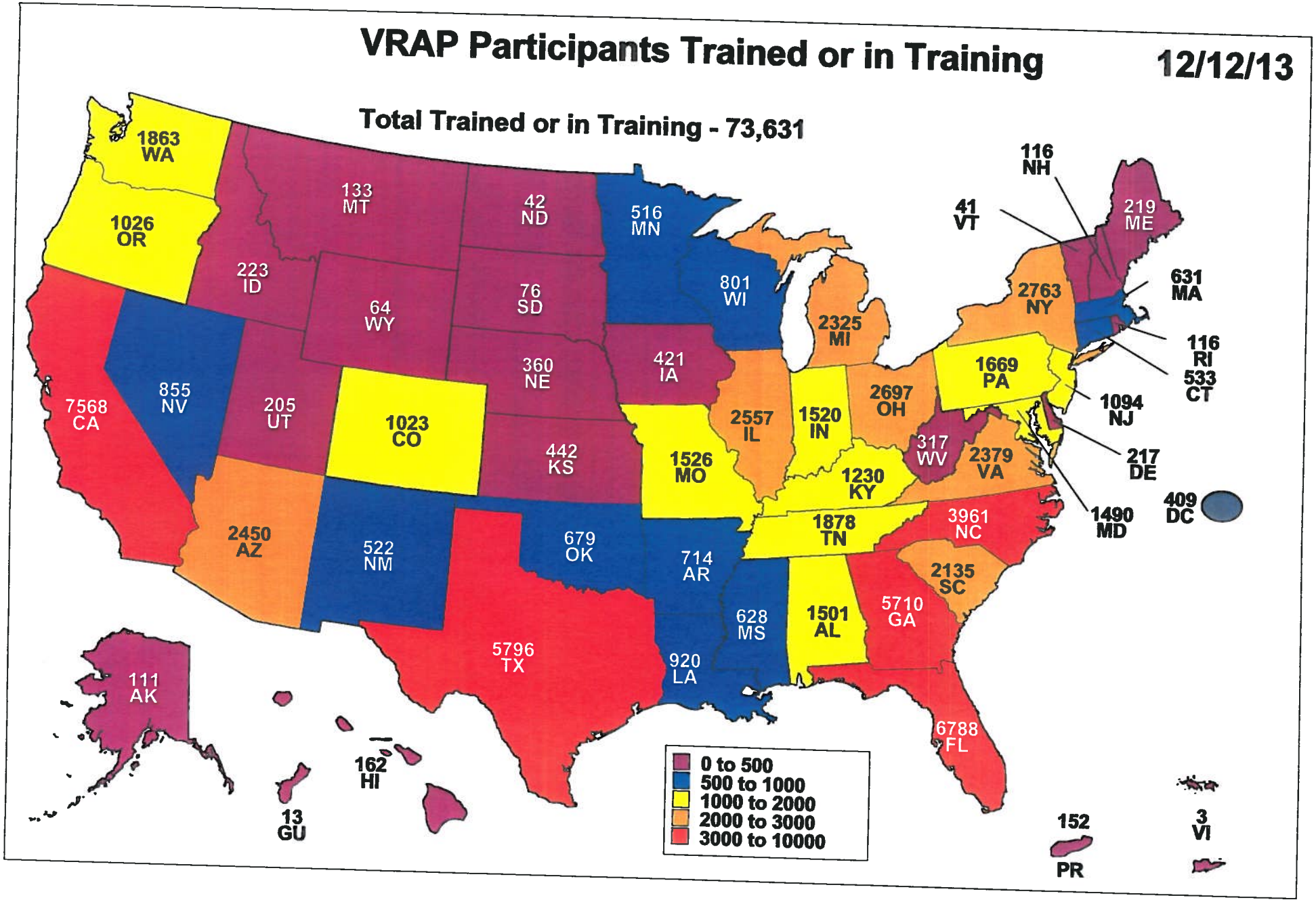
11/29/13

Total Trained or in Training - 73,128

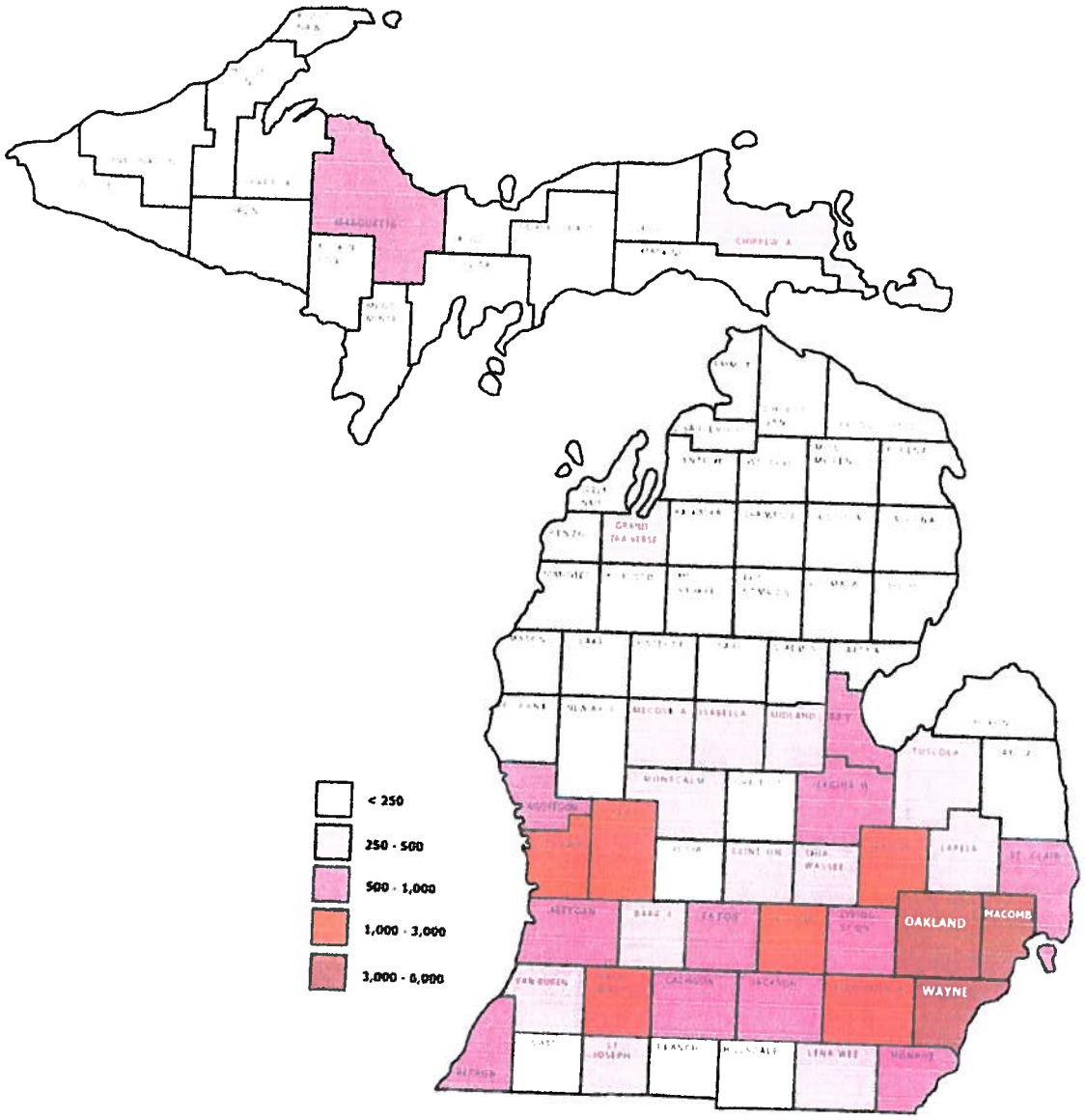


VRAP Participants Trained or in Training

12/12/13



Post 9/11 Veteran Population by County



Source: National Center for Veterans Analysis and Statistics & the American Community Survey

2011 ACS Survey

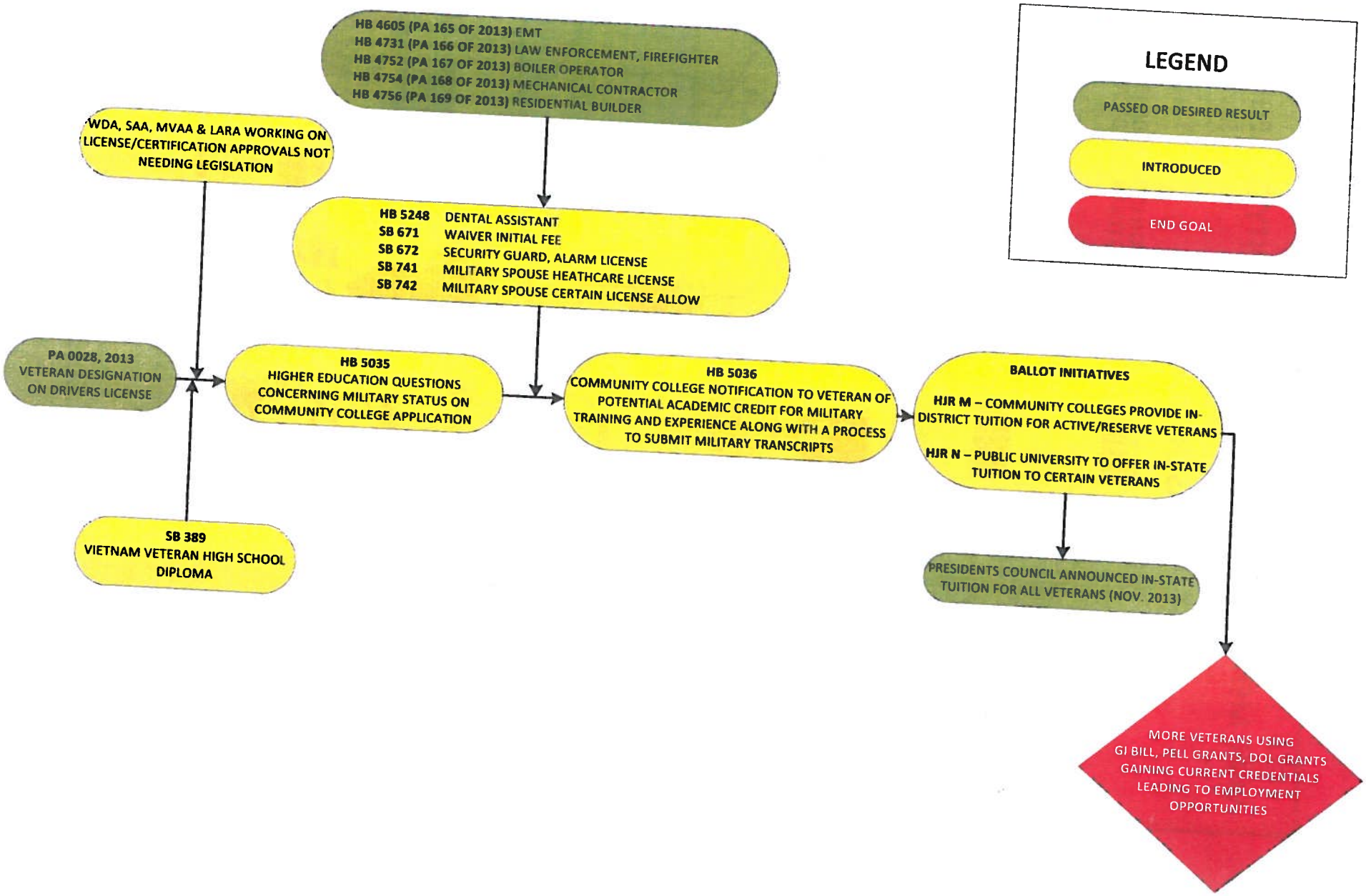
http://www.census.gov/acs

Data Published: September 30, 2012

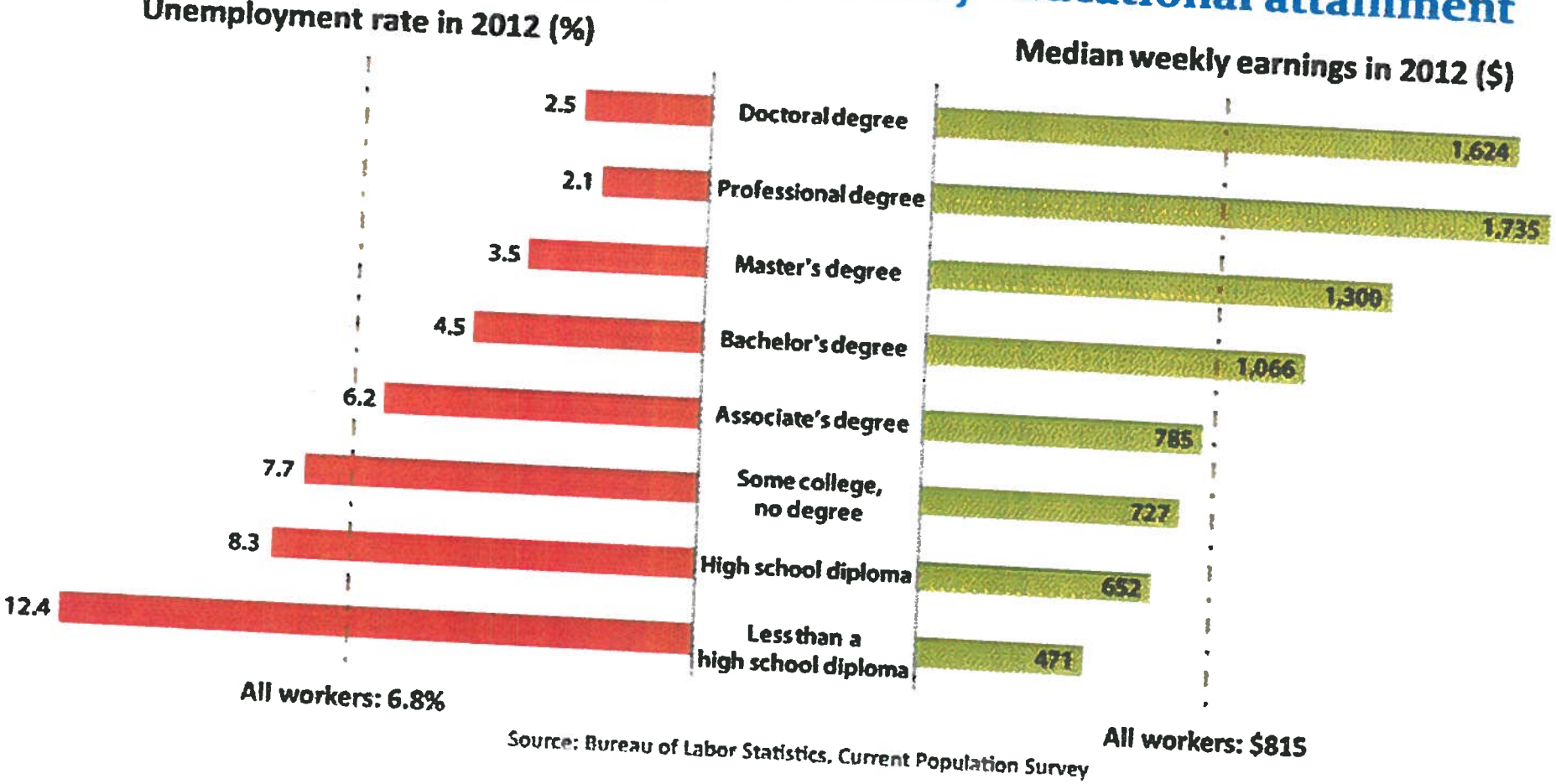
Post 9/11 Veteran Population: 43,778

Compiled: June 28, 2013

A VETERANS' PATH TO TRANSLATE MILITARY EXPERIENCE FOR CURRENT CREDENTIALS LEADING TO EMPLOYMENT OPPORTUNITIES

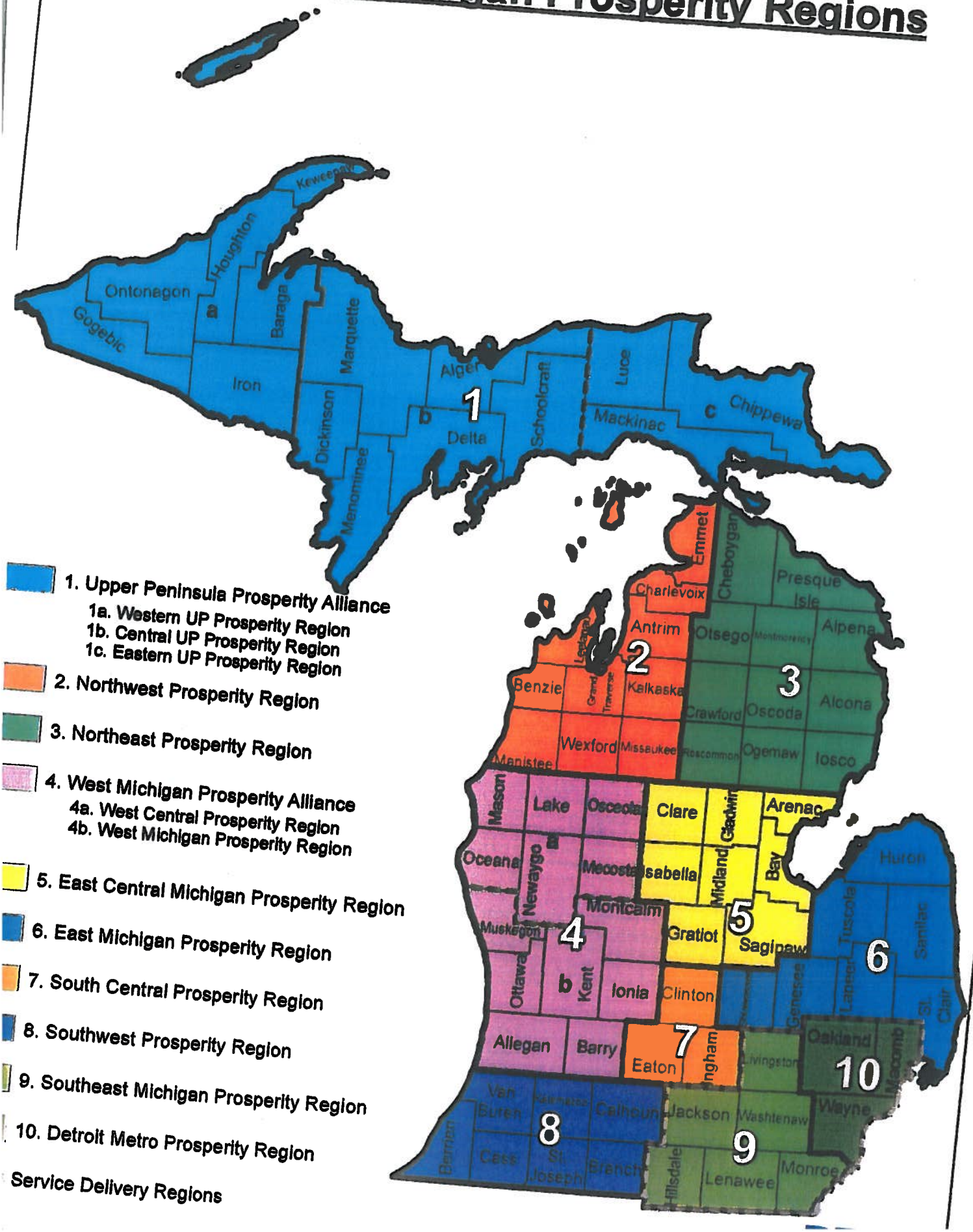


Earnings and unemployment rates by educational attainment



Source: Bureau of Labor Statistics, Current Population Survey

State of Michigan Prosperity Regions



1. Upper Peninsula Prosperity Alliance
   - 1a. Western UP Prosperity Region
   - 1b. Central UP Prosperity Region
   - 1c. Eastern UP Prosperity Region
2. Northwest Prosperity Region
3. Northeast Prosperity Region
4. West Michigan Prosperity Alliance
   - 4a. West Central Prosperity Region
   - 4b. West Michigan Prosperity Region
5. East Central Michigan Prosperity Region
6. East Michigan Prosperity Region
7. South Central Prosperity Region
8. Southwest Prosperity Region
9. Southeast Michigan Prosperity Region
10. Detroit Metro Prosperity Region

Service Delivery Regions

HB 5036

JOINT SERVICES TRANSCRIPT

(JST)

EXAMPLES

The American Legion Department of Michigan

JOINT SERVICES TRANSCRIPT

****OFFICIAL****

Transcript Sent To:
University of XXXXXXX

Name: ARMY, I AM
SSN: XXX-XX-XXXX
Rank: Sergeant First Class (E7)
Status: Active

Military Course Completions

Military Course ID	ACE Identifier / Course Title / Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
750-BT	**AR-2201-0399**	13-MAR-1987 to 07-MAY-1987		
	Basic Combat Training:			
	Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.			
	• First Aid		1 SH	L
	• Marksmanship		1 SH	L
	• Outdoor Skills Practicum		1 SH	L
	• Personal Physical Conditioning		1 SH	L
	(10/00)(10/00)			
500-75D10	**AR-1406-0011**	08-MAY-1987 to 26-JUN-1987		
	Personnel Records Specialist:			
	US Army Training Center			
	Ft Jackson SC			
	To train individuals to maintain personnel records.			
	• Clerical Bookkeeping		3 SH	L
	• Office Procedures		2 SH	L
	• Typing		2 SH	L
	(8/88)(8/88)			
605-19-PLDC	**AR-2201-0253**	22-MAR-1990 to 19-APR-1990		
	Primary Leadership Development:			

Drill Sgt School
Ft Dix NJ

Upon completion of the course, the student will be able to perform all basic tasks related to noncommissioned officer leadership responsibilities.

• Military Science	2 SH	L
• Principles Of Supervision	1 SH	L

(12/91)(12/91)

500-75D30 **AR-1406-0149** 13-OCT-1992 to 11-DEC-1992
Personnel Records Specialist Basic Noncommissioned Officer (NCO):
NCO Academy
Ft Benjamin Harrison IN

Upon completion of the course, the student will be able to supervise and maintain personnel files and correspondence; process orders; operate computer equipment in order to edit, create directories, compose, and format personnel correspondence; and evaluate personnel reports (files) and make appropriate recommendations.

• Human Resource Management	3 SH	U

(12/91)(12/91)

600-ANCOC Ph 1 **AR-1404-0035** 12-FEB-2001 to 28-FEB-2001
Advanced Noncommissioned Officer (NCO) Common Core:
NCO Academy (SSC)
Ft Jackson SC

Upon completion of the course the student will be able to provide mid-level supervision and leadership at the operational level to platoon size units.

• Fundamentals Of Communication	1 SH	L
• Introduction To Personnel Management	1 SH	L
• Military Science	2 SH	L

(7/02)(7/02)

Military Experience

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level

75D10 **MOS-75D-004** 01-MAR-1996
Personnel Records Specialist:

Prepares and maintains personnel records or supervises records preparation and maintenance. Prepares correspondence forms and records using word processing software; maintains files; prepares and verifies a variety of personnel records; and provides computer data input.

• Credit may be granted on the basis of an individualized assessment of the student	0 SH	L

(3/94)(4/94)

75Z40 **MOS-75Z-004** 01-MAR-1996
Personnel Sergeant:

Supervises the operation of a personnel office, including personnel administration, personnel management, personnel records, and information systems. Supervises performance of legal, reenlistment, and administrative matters as well as personnel actions; reviews, consolidates, and drafts reports and surveys; researches specific policies and procedures related to officer and enlisted personnel administration; reviews data prepared for

computer input and reconciles output; as a mid-level manager, advises superiors on personnel administrative activities; supervises up to 18 persons in a segment of a large personnel office or in a small or medium-sized personnel office. NOTE: May have progressed to 75Z40 from 75B30 (Personnel Administration Specialist), 75C30 (Personnel Management Specialist), 75D30 (Personnel Records Specialist), 75E30 (Personnel Actions Specialist), or 75F30 (Information System Management Specialist).

• Computer Applications	3 SH	L
• Field Experience In Management	3 SH	L
• Human Relations	3 SH	L
• Office Management	3 SH	L
• Records Management	3 SH	L
• Human Resources Management	3 SH	U
• Management Problem Solving	3 SH	U

(3/94)(4/94)

75H30 **MOS-75H-001** 01-APR-2001

Personnel Services Specialist:

Participates in occupational classification and management of manpower resources; supervises personnel management of manpower resources or supervises personnel management activities including maintaining personnel records and processing personnel actions service members and their family members. Prepares reports on strength levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small personnel office, battalion, and personnel services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems.

• Business Communications	3 SH	L
• Clerical Procedure	2 SH	L
• Office Administration	2 SH	L
• Personnel Supervision	3 SH	L
• Record Keeping	3 SH	L
• Word Processing/Computer Applications	3 SH	L
• Human Resources Management	3 SH	U
• Management Problems	3 SH	U

(6/97)(6/97)

75H40 **MOS-75H-001** 01-SEP-2003

Personnel Services Specialist:

Participates in occupational classification and management of manpower resources; supervises personnel management of manpower resources or supervises personnel management activities including maintaining personnel records and processing personnel actions service members and their family members. Prepares reports on strength levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small personnel office, battalion, and personnel services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises small personnel office, specific personnel functions, battalion and personnel services; supervises quality assurance procedures; advises commander, adjutant, and other staff members on personnel administration activities.

• Business Communications	3 SH	L
• Clerical Procedure	3 SH	L
• Office Administration	3 SH	L
• Personnel Management	3 SH	L
• Personnel Supervision	3 SH	L
• Record Keeping	3 SH	L
• Word Processing/Computer Applications	3 SH	L
• Field Experience in Management	3 SH	U
• Human Resources Management	3 SH	U
• Management Problems	3 SH	U

(6/97)(6/97)

42A40 **MOS-42A-001** 02-OCT-2003

Human Resources Specialist:

Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence

and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities.

• Business Communications	3 SH	L
• Office Administration	7 SH	L
• Word Processing or Computer Applications	3 SH	L
• Field Experience In Management	3 SH	U
• Human Resources Management	3 SH	U
• Management	3 SH	U

(9/04)(9/04)

NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.

College Level Test Scores

College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
21-AUG-2006	Introduction to Business	3	46	46			

Other Learning Experiences

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

(1) Course has not been evaluated by ACE.
(2) Class attendance dates were not recorded in the service member's record.
(3) Course was not completed during the ACE evaluation period.
(4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
531-F7 (75D/E)	11-JUL-1987	Sidpers Computer Term Operations	US Army Training Center Ft Jackson SC	1
600-ANCOC (F) Ph 1	28-FEB-2001	Amedd Nco Advanced (Ncoes)	NCO Academy (SSC) Ft Jackson SC	1
500-75H40 Ph 2 AR-1408-0287	06-APR-2001	Senior Personnel Services Sergeant	NCO Academy (SSC) Ft Jackson SC	3

END OF TRANSCRIPT

*NOTICE TO ALL TRANSCRIPT REVIEWERS:
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.

JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: http://www.militaryguides.acenet.edu/AboutCrsEval.htm).

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (http://www.militaryguides.acenet.edu/JointStatement/htm) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extrainstitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Servicemembers may request copies of JST transcripts directly from the Operation Centers at https://smart.navy.mil or by calling 877-838-1659. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Servicemembers must contact the respective Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at SFLY_SMART@navy.mil.

Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (http://www.militaryguides.acenet.edu) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (NV-Navy, MC- Marine Corps, CG-Coast Guard, DD-Department of Defense, AF-Air Force), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECS have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

Coast Guard:

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

PNA -Passed, not advanced. This designation indicates a successful completion of service exams that qualify the servicemember for promotion to the next level in a given occupation, pending available openings at this occupation level.

Pending evaluation - This status designates a course or occupation that ACE may be in the process of evaluating or re-evaluating for the appropriate credit recommendation pending completion of the evaluation. For more information, contact ACE's Military Evaluations Department at mileval@ace.nche.edu. MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the servicemember lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the servicemembers who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.

Other Learning Experiences & Non-Credit Courses: See Other Learning Experiences section of transcript for detailed information.

SUMMARY

Name: ARMY, I AM	SSN: XXX-XX-XXXX					
ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
AR-2201-0399	750-BT	Basic Combat Training	07-MAY-1987			
		First Aid		1	L	Health/Fitn/Wellness
		Marksmanship		1	L	CJ207A
		Outdoor Skills Practicum		1	L	Physical Education
		Personal Physical Conditioning		1	L	Physical Education
AR-1406-0011	500-75D10	Personnel Records Specialist	26-JUN-1987			
		Clerical Bookkeeping		3	L	AC401A
		Office Procedures		2	L	OF011A
		Typing		2	L	OF010A
AR-2201-0253	605-19-PLDC	Primary Leadership Development	19-APR-1990			
		Military Science		2	L	Military Science
		Principles Of Supervision		1	L	MG102A/MG102B
AR-1403-0014	500-75D30	Personnel Service Center Basic Noncommissioned Officer (NCO)	11-DEC-1992			
		Filing And Records Control		1	L	
		Office Administration		3	L	OF002A
AR-1406-0149	500-75D30	Personnel Records Specialist Basic Noncommissioned Officer (NCO)	11-DEC-1992			
		Human Resource Management		3	U	MG201A/MG201B
AR-1404-0035	600-ANCOC Ph 1	Advanced Noncommissioned Officer (NCO) Common Core	28-FEB-2001			
		Fundamentals Of Communication		1	L	
		Introduction To Personnel Management		1	L	MG102A/MG102B
		Military Science		2	L	Military Science
MOS-75D-004	75D10	Personnel Records Specialist	01-MAR-1996			
		Credit may be granted on the basis of an individualized assessment of the student		0	L	

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the SMART transcript.

Name: ARMY, I AM	SSN: XXX-XX-XXXX	

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MOS-75Z-004	75Z40	Personnel Sergeant	01-MAR-1996			
		Computer Applications		3	L	CS101A/CS101B, CS102A
		Field Experience In Management		3	L	MG124A/MG124B
		Human Relations		3	L	BU102A/BU102B
		Office Management		3	L	OF002A
		Records Management		3	L	OF012A
		Human Resources Management		3	U	MG201A/MG201B
		Management Problem Solving		3	U	Management
MOS-75H-001	75H30	Personnel Services Specialist	01-APR-2001			
		Business Communications		3	L	CM007A/CM007B
		Clerical Procedure		2	L	Office Admin & Tech
		Office Administration		2	L	OF002A
		Personnel Supervision		3	L	MG102A/MG102B
		Record Keeping		3	L	OF012A
		Word Processing/Computer Applications		3	L	OF006A, OF033A/OF033B
		Human Resources Management		3	U	MG201A/MG201B
		Management Problems		3	U	MG121A, MG122B
MOS-75H-001	75H40	Personnel Services Specialist	01-SEP-2003			
		Business Communications		3	L	CM007A/CM007B
		Clerical Procedure		3	L	Office Admin & Tech
		Office Administration		3	L	OF002A
		Personnel Management		3	L	MG102A/MG102B, MG201A/MG201B
		Personnel Supervision		3	L	MG102A/MG102B
		Record Keeping		3	L	OF012A
		Word Processing/Computer Applications		3	L	OF006A, OF033A/OF033B
		Field Experience in Management		3	U	
		Human Resources Management		3	U	MG201A/MG201B
		Management Problems		3	U	MG121A, MG122B
MOS-42A-001	42A40	Human Resources Specialist	02-OCT-2003			
		Business Communications		3	L	CM007A/CM007B
		Office Administration		7	L	OF002A
		Word Processing or Computer Applications		3	L	
		Field Experience In Management		3	U	MG124A/MG124B
		Human Resources Management		3	U	MG201A/MG201B
		Management		3	U	MG101A/MG101B

College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)

Student's Score	Required by ACE	Title	Date Taken	Recmd Hrs	Sub Score1	Sub Score2	Verbal Score
46	46	Introduction to Business	21-AUG-2006	3			

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the SMART transcript.

JOINT SERVICES TRANSCRIPT

****OFFICIAL****

Transcript Sent To:
University of XXXXXXX

Name: MARINE, I AM
SSN: XXX-XX-XXXX
Rank: Corporal (E4)
Status: Separated

Military Course Completions

Military Course ID	ACE Identifier / Course Title / Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
808	**MC-2204-0088** 09-APR-2001 **Recruit Training (Basic Training):** Upon completion of the course, the student will be able to perform basic and infantry skills of physical ability, drill and ceremony, marksmanship, confidence, personal grooming and hygiene; perform as a team member in tactical offensive and defensive formations, and perform basic martial arts moves.			
	• Basic Martial Arts (PE)		2 SH	L
	• Basic Military Science		2 SH	L
	• Land Navigation/Tactical Operations		3 SH	L
	• Orienteering/Adventure		1 SH	L
	(9/03)(10/07)			
11D 720-1161 (OS)	**MC-1730-0006** 07-AUG-2001 to 26-SEP-2001 **Basic Refrigeration Mechanic:** Ordnance Center and School Aberdeen Proving Ground, MD Upon completion of the course, the student will be able to install, operate, and maintain refrigeration and air conditioning systems including associated electrical systems and ice making machines.			
	• Air Conditioning		2 SH	L
	• Electric Motor Repair		2 SH	L
	• Refrigeration		4 SH	L
	(6/97)(6/97)			
0112B	**MC-1406-0032** 05-FEB-2002			

0112 **Counseling for Marines by Correspondence:**
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to plan and conduct a counseling session.

- Credit Is Not Recommended SH

(5/91)(5/91)

1161 **MC-1730-0005** 05-FEB-2002
Fundamentals of Refrigeration by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will have a fundamental understanding of refrigeration including the use of psychrometric charts, refrigeration cycle, various refrigerants, the proper storage and handling of refrigerants, compressors, evaporators, motors, and overall system components.

- Fundamentals Of Refrigeration 3 SH V

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

033N **MC-1406-0023** 14-FEB-2002
Fundamentals of Marine Corps Leadership by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate principles and techniques of leadership and their application to problems in areas such as race relations and substance abuse.

- Supervisory Management 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

3420E **MC-1401-0009** 14-FEB-2002
Personal Financial Management by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the students will be able to assist in managing their own personal financial matters and military benefits.

- Personal Finance 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(1/01)(1/01)

0210B **MC-1606-0010** 10-APR-2002
Terrorism Awareness by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course. the student will be able to define terrorism. describe the types of operations carried out by terrorist groups, identify terrorist groups operating globally, identify and assess terrorist threats, and describe the measures necessary to counter acts of terrorism.

- Introduction To Terrorism 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(9/89)(9/02)

0410B **MC-1717-0011** 10-APR-2002

0410B-1 **Marine Corps Integrated Maintenance Automated Information System by Correspondence:**
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to implement the Marine Corps Integrated Maintenance management automated information system (MIMMS).

- Maintenance Management 2 SH V

NOTE: MCI designates a minimum passing score at 65%.
(9/02)(9/02)

1335C **MC-1712-0010** 10-APR-2002
Fundamentals of Diesel Engines by Distance Learning:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to identify and discuss basic internal combustion engine principles including diesel fuel injection and control.

- Fundamentals Of The Diesel Engine With Emphases On Diesel Fuel Delivery Principles 2 SH L

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

1141A **MC-1714-0020** 17-APR-2002
Marine Electrician by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to describe basic circuit components for both AC and DC systems, describe principles of electric power generation and distribution; perform basic circuit calculations; describe operating procedures for generators and power distribution systems; and describe basic safety procedures and preventive maintenance procedures.

- Electric Power Systems 1 SH V

NOTE: MCI designates a minimum passing score at 65%.
(9/02)(9/02)

1330A **MC-1717-0005** 17-APR-2002
Basic Shop Fundamentals for the Mechanic by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to identify basic hand tools and their use and identify introductory shop safety procedures and fire prevention.

- Hand Tool Usage, Identification, And Safety 2 SH V

NOTE: MCI designates a minimum passing score at 65%.
(7/02)(7/02)

0118J **MC-0501-0001** 24-MAY-2002
Spelling by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to use a dictionary and thesaurus; understand the use of vowels, consonants, and syllables; and apply some basic spelling rules.

- Credit Is Not Recommended SH

(11/02)(11/02)

1334H **MC-1107-0001** 24-MAY-2002
Mathematics for Marines by Correspondence:
Marine Corps Institute
Washington, DC

To provide introductory training in algebra and geometric forms.

- Fundamentals Of Mathematics 3 SH V

NOTE: MCI designates a minimum passing score at 65%.
(6/83)(11/01)

3410A **MC-1401-0004** 24-MAY-2002
Introduction to Marine Corps Accounting by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to teach the basic terminology and methods of accounting and to permit the student to obtain an overview of the Marine Corps financial management organizational structure.

- Bookkeeping 1 SH V

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

1343 **MC-1712-0007** 29-MAY-2002
Diesel Engine Maintenance and Troubleshooting by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to use the multimeter as a diagnostic tool, describe diesel engine maintenance and troubleshooting procedures for different engine systems, and gain knowledge in power, hand tool, and special tool use.

- Diesel Diagnosis And Troubleshooting Procedures 3 SH V

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

1344C **MC-1601-0041** 29-MAY-2002
Construction Print Reading by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to recognize terms and symbols used in construction prints; use an architect's scale; and read and intercept plot, structural, and utility plans.

- Architectural Blueprint Reading 3 SH L

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

1142B **MC-1715-0132** 09-JUL-2002
Solid State Devices by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to describe semiconductor atomic theory, semiconductor characteristics, definitions of N-type and P-type material, and dynamic effects of current flow through P-N junctions; the student will be able to recognize NPN & PNP transistors by schematic symbols, wafer diagram, and biasing circuitry required for proper operation; the student will be able to describe distortion conditions, various operating configurations, and proper test, troubleshooting, and repair techniques; the student will be able to identify simple semiconductor devices, including zener diodes, tunnel diodes, varactors, SCRs and TRIACs; the student will be able to identify application circuitry and be aware of the operating functions of dacu devices; the student will be able to identify semiconductor power supply circuits by their schematic representation and identify signal conditioning

effects at sequential points of the power supply. The student will be able to recognize the use of troubleshooting bridge circuitry, filter components, and multiplier circuits for the purpose of troubleshooting; the student will be able to recognize voltage regulation through shunt and series techniques, identify the signal conditions at sequential points of the regulator, and identify, by output effects, component failure of the circuit. The student will be able to recognize power supply multiplier circuits and their signal processing effects.

• Survey Of Electronic Devices	2 SH	L
• Introduction To Solid State Devices	3 SH	V

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

1143 **MC-1601-0033** 11-JUL-2002
Interior Wiring by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to identify and know the purpose for conductors, boxes and covers, conduit and conduit fittings, switches and receptacles, and lighting fixtures; install, service and distribute panels; perform circuit installation with nonmetallic cable and conduit; and troubleshoot, repair, and maintain distribution systems.

• Interior Wiring	1 SH	L

NOTE: MCI designates a minimum passing score at 65%.
(6/08)(6/08)

0335C **MC-2204-0136** 12-DEC-2002
Infantry Patrolling by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to plan, prepare, and conduct infantry, combat, and reconnaissance patrols.

• Physical Education	1 SH	L

NOTE: MCI designates a minimum passing score at 65%.
(9/02)(9/02)

001A **MC-1406-0028** 13-DEC-2002
Principles of Instruction for the Marine Noncommissioned Officer (NCO) by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to prepare a lesson from developing learning objectives, to designing the lesson, to identifying appropriate lesson materials; to selecting the methods of instruction, and preparing the test.

• Introduction To Education	1 SH	L

NOTE: MCI designates a minimum passing score at 65%.
(6/08)(6/08)

0381C **MC-1601-0052** 13-DEC-2002
Land Navigation by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to navigate with a map and compass, plan and prepare a route, and navigate by natural means.

• Land Navigation/Military Science/Orienteering	3 SH	L

NOTE: MCI designates a minimum passing score at 65%.
(9/03)(9/03)

0354B **MC-0803-0008** 03-JAN-2003
Desert Operations by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge regarding principles, procedures, and techniques of desert military operations; effects of desert conditions on the individual; desert training and operations; armored and wheel vehicle maintenance and operations; and combat operations, organization, and support in the desert.

- Credit Is Not Recommended SH

(9/03)(9/03)

1122A **MC-1732-0003** 10-MAR-2003
Reverse Osmosis Water Purification Unit by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to identify the fundamentals of the reverse osmosis process; state the characteristics, capabilities, and components of the reverse osmosis water purification unit; and operate a reverse osmosis water purification unit, including inspection, start-up, adjustment, shutdown, backwash, and element cleaning.

- Water Treatment Plant Operations 3 SH V

NOTE: MCI designates a minimum passing score at 65%.
(11/01)(11/01)

1169 **MC-1710-0048** 10-MAR-2003
Utilities Officer/Chief by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to supervise the installation of basic utility systems, including electrical power supply, refrigeration and air-conditioning, and water supply systems.

- Basic Electrical Distribution Systems 1 SH L
- Basic Refrigeration 1 SH L
- Basic Water Supply Systems 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(12/01)(12/01)

8011 **MC-0602-0002** 31-OCT-2003
Basic Grammar and Composition by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in English grammar and composition including punctuation, capitalization, spelling, phrases, clauses, parts of speech, sentence structure, and composition writing. This course is the pre-course for the Resident Sergeants course.

- English 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(2/04)(2/04)

8013 **MC-2204-0128** 31-OCT-2003
Military Studies by Correspondence:

Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in non-judicial punishment, the law of the land warfare, history and contributions of Marine noncommissioned officers, drill and uniforms, and inspections. This course is the pre-course for the Resident Sergeants course.

- Military Studies or Military Science 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(2/04)(2/04)

8016 **MC-2204-0131** 31-OCT-2003
Warfighting Techniques by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in single-channel ground airborne radio systems, land navigation, indirect fire support, and combat skills. This course is the pre-course for the USMC's Resident Sergeants course.

- Military Science or Military Studies 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(2/04)(2/04)

8012 **MC-1408-0033** 03-NOV-2003
Leadership by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in leadership, maintaining personal readiness, financial planning advising, proficiency and conduct marks, performance evaluation, instructional techniques, oral communication, and managing a Marine Corps Institute (MCI) training program. This course is the pre-course for the Resident Sergeants course.

- Principles Of Management 2 SH L

NOTE: MCI designates a minimum passing score at 65%.
(2/04)(2/04)

8015 **MC-2204-0130** 03-NOV-2003
Warfighting Tactics by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic concepts of war fighting doctrine and how to apply that doctrine to squad tactics. The student will have basic knowledge in general concepts of tactics, squad offensive and defensive tactics, security patrols, and urban patrols.

- Military Science or Military Studies 1 SH L

NOTE: MCI designates a minimum passing score at 65%.
(2/04)(2/04)

8017 **MC-2204-0132** 03-NOV-2003
Weapons by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in M9 pistol, M203 grenade launcher, M249 squad automatic weapon (SAW), M240G machinegun, M2HB.50 caliber machinegun, Mk19 machinegun MOD3, traversing and elevating mechanism, M136 84mm launcher and high explosive anti-tank cartridge (AT-4). This course is the pre-course for the Resident Sergeants course.

- Credit Is Not Recommended — SH

(2/04)(2/04)

8010 **MC-2204-0127** 23-MAR-2005
Sergeants Distance Education Program:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic knowledge in English grammar and composition, leadership, military studies, introduction to war fighting, war fighting, tactics, war fighting techniques, and weapons. This course is the pre-course for the USMC's Resident Sergeants course.

- See courses numbered 8011, 8012, 8013, 8014, 8015, 8016 and 8017 — 0 SH — L

NOTE: MCI designates a minimum passing score at 65%.
(9/02)(9/02)

8014A
8014 **MC-2204-0129** 23-MAR-2005
Introduction to Warfighting by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate basic concepts of war fighting doctrine and how to apply that doctrine to platoon and company level tactics. The student will have basic knowledge in maneuver and warfare concepts, understanding war, development of modern tactics. This course is the pre-course for the USMC's Resident Sergeants course.

- Military Science or Military Studies — 2 SH — L

NOTE: MCI designates a minimum passing score at 65%.
(2/04)(2/04)

S-4J-0016 **NV-0705-0013** 11-JUL-2005 to 22-JUL-2005
Radiation Safety Officer:
Radiological Affairs Support Office
Yorktown, VA

Upon completion of the course, the student will be able to function as a Radiation Safety Officer (RSO) demonstrating applied knowledge in health physics fundamentals, radiological controls, personnel dosimetry, radiation health administration, medical surveillance, radiation monitoring, transport, accountability of nuclear materials, casualty responses, and radiological health impacts on nuclear propulsion.

- Introduction To Health Physics — 3 SH — L
- Radiation Safety — 2 SH — U

(3/02)(3/02)

8100 **MC-2204-0174** 31-MAY-2006
Staff Noncommissioned Officers (NCO) Career Distance Education:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to understand and apply leadership concepts and theory, and understand the principles of military tactics and the role of effective military management and administration in both peace and war, and understand Marine Corps practices.

- Leadership or Decision Making — 1 SH — L
- Military Science or Office Procedures — 3 SH — L

(3/06)(3/06)

0090 **MC-2201-0003** 25-JUN-2007

Pistol Marksmanship:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to demonstrate knowledge of the operation and maintenance of the M-9 automatic pistol, discuss the pistol's characteristics and capabilities, and demonstrate knowledge of marksmanship fundamentals.

- Military Science or Marksmanship — 1 SH — L

NOTE: MCI designates a minimum passing score at 65%.
(3/07)(3/07)

0084 **MC-1406-0056** 27-JUN-2007
Career Retention Specialist by Correspondence:
Marine Corps Institute
Washington, DC

Upon completion of the course, the student will be able to conduct interviews; provide career counseling; and collect data necessary for effective interviewing.

- Interviewing or Career Counseling — 1 SH — L

NOTE: MCI designates a minimum passing score at 65%.
(3/06)(3/06)

Military Experience

Occupation ID	ACE Identifier / Title / Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level

MCE-9900 **NONE ASSIGNED** 01-APR-2001
Basic Marine:
Description not available.
- None

MCE-1100 **NONE ASSIGNED** 01-AUG-2001
Basic Utilities Marine:
Participates in formal schooling to qualify for one of the designated MOSs within the utilities occupational field.
- None

1161 **MCE-1161-001** 01-OCT-2001
Refrigeration Mechanic:
Installs, operates, and performs preventive maintenance on air conditioner and refrigeration equipment electrical systems, including replacement of mechanical and electrical components and air circulating system; repairs air conditioner and refrigeration tubing; supervises refrigeration and air conditioning equipment installation, preventive and corrective maintenance, corrosion and deterioration control, and hazardous waste control program.

- A/C Refrigeration Troubleshooting and Repair (SSGT) — 3 SH — L
- Leadership (SSGT) — 1 SH — L
- Principles of Management (SSGT) — 2 SH — U

(6/06)(6/06)

MCE-8012 **NONE ASSIGNED** 15-APR-2005
Ground Safety Officer:
Ground safety officers are Marine officers, trained and able to manage or assist in the operation of the Marine

Corps Ground Safety Program in compliance with the Code of Federal Regulations.

- None

MCE-9956 **NONE ASSIGNED** 15-APR-2005

Ground Safety Specialist (Officer):

Ground safety specialists are Marine officers or enlisted, trained and able to manage or assist in the operation of the Marine Corps Ground Safety Program.

- None

NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.

College Level Test Scores

Defense Language Proficiency Test (DLPT)

Date Taken	Title	Student Score	ACE Recommended Credit Listening	Reading	Speaking
02-JUN-2001	Spanish	50	4L&4U		
02-JUN-2001	Spanish	49		4L&3U	

Other Learning Experiences

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

(1) Course has not been evaluated by ACE.
(2) Class attendance dates were not recorded in the service member's record.
(3) Course was not completed during the ACE evaluation period.
(4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
MMB	21-AUG-2003	Tan Belt	No Location Given	1
A-493-0033	03-MAR-2005	Electrical Standards	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
A-493-0078	11-MAR-2005	Mishap Investigation (Ashore)	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
T3W	23-MAR-2005	Sgt Non-Resident Program	Marine Corps Institute Washington, DC	1
A-493-0047	15-APR-2005	Ground Safety For Marines	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
8101	06-JUN-2005	Leadership and Administration	Marine Corps Institute Washington, DC	1
8102	06-JUN-2005	Military Studies	Marine Corps Institute Washington, DC	1
8103	06-JUN-2005	Warfighting Techniques	Marine Corps Institute Washington, DC	1

8105	07-JUN-2005	SNCOCDEP Leadership Credo	Marine Corps Institute Washington, DC	1
A-493-0075	11-AUG-2005	Fire Protection And Life Safety	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
A-493-0072	04-NOV-2005	Respiratory Protection Program Management	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
T5P	31-MAY-2006	Staff Noncommissioned Officer (SNCO) Career Distance Education Program	Marine Corps Institute Washington, DC	1
8104	31-MAY-2006	SNCODEP Tactical Decision Making	Marine Corps Institute Washington, DC	1
MMC	01-NOV-2006	Grey Belt	No Location Given	1
M92 MC-2204-0105	2001	Marine Combat Training	No Location Given	4,2
L9K MC-1405-0051	2003	Corporals Leadership	No Location Given	4,2
M39	2005	Radiation Safety Officer	No Location Given	1

END OF TRANSCRIPT

***NOTICE TO ALL TRANSCRIPT REVIEWERS:**
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.

JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: http://www.militaryguides.acenet.edu/AboutCrsEval.htm).

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (http://www.militaryguides.acenet.edu/JointStatement/htm) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extrainstitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Servicemembers may request copies of JST transcripts directly from the Operation Centers at https://smart.navy.mil or by calling 877-838-1659. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Servicemembers must contact the respective Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at SFLY_SMART@navy.mil.

Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (http://www.militaryguides.acenet.edu) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (NV-Navy, MC- Marine Corps, CG-Coast Guard, DD-Department of Defense, AF-Air Force), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECS have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

Coast Guard:

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

PNA -Passed, not advanced. This designation indicates a successful completion of service exams that qualify the servicemember for promotion to the next level in a given occupation, pending available openings at this occupation level.

Pending evaluation - This status designates a course or occupation that ACE may be in the process of evaluating or re-evaluating for the appropriate credit recommendation pending completion of the evaluation. For more information, contact ACE's Military Evaluations Department at mileval@ace.nche.edu. MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the servicemember lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the servicemembers who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.

Other Learning Experiences & Non-Credit Courses: See Other Learning Experiences section of transcript for detailed information.

SUMMARY

Name: MARINE, I AM	SSN: XXX-XX-XXXX					
ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
MC-2204-0088	808	Recruit Training (Basic Training)	09-APR-2001			
		Basic Martial Arts (PE)		2	L	Physical Education
		Basic Military Science		2	L	Military Science
		Land Navigation/Tactical Operations		3	L	
		Orienteering/Adventure		1	L	Physical Education
MC-1730-0006	11D 720-1161 (OS)	Basic Refrigeration Mechanic	26-SEP-2001			
		Air Conditioning		2	L	HVAC/Refrig
		Electric Motor Repair		2	L	Electronics/Elctrcty
		Refrigeration		4	L	HVAC/Refrig
MC-1406-0032	0112B 0112	Counseling for Marines by Correspondence	05-FEB-2002			
		Credit Is Not Recommended				
MC-1730-0005	1161	Fundamentals of Refrigeration by Correspondence	05-FEB-2002			
		Fundamentals Of Refrigeration		3	V	
MC-1401-0009	3420E	Personal Financial Management by Correspondence	14-FEB-2002			
		Personal Finance		1	L	BU211A/BU211B
MC-1406-0023	033N	Fundamentals of Marine Corps Leadership by Correspondence	14-FEB-2002			
		Supervisory Management		1	L	MG102A/MG102B
MC-1606-0010	0210B	Terrorism Awareness by Correspondence	10-APR-2002			
		Introduction To Terrorism		1	L	CJ602A/CJ602B
MC-1712-0010	1335C	Fundamentals of Diesel Engines by Distance Learning	10-APR-2002			
		Fundamentals Of The Diesel Engine With Emphases On Diesel Fuel Delivery Principles		2	L	

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the SMART transcript.

Name: MARINE, I AM	SSN: XXX-XX-XXXX				
ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
MC-1717-0011	0410B 0410B-1	Marine Corps Integrated Maintenance Automated Information System by Correspondence Maintenance Management	10-APR-2002	2	V	
MC-1714-0020	1141A	Marine Electrician by Correspondence Electric Power Systems	17-APR-2002	1	V	
MC-1717-0005	1330A	Basic Shop Fundamentals for the Mechanic by Correspondence Hand Tool Usage, Identification, And Safety	17-APR-2002	2	V	
MC-0501-0001	0118J	Spelling by Correspondence Credit Is Not Recommended	24-MAY-2002			
MC-1107-0001	1334H	Mathematics for Marines by Correspondence Fundamentals Of Mathematics	24-MAY-2002	3	V	
MC-1401-0004	3410A	Introduction to Marine Corps Accounting by Correspondence Bookkeeping	24-MAY-2002	1	V	
MC-1601-0041	1344C	Construction Print Reading by Correspondence Architectural Blueprint Reading	29-MAY-2002	3	L	Construction
MC-1712-0007	1343	Diesel Engine Maintenance and Troubleshooting by Correspondence Diesel Diagnosis And Troubleshooting Procedures	29-MAY-2002	3	V	
MC-1715-0132	1142B	Solid State Devices by Correspondence Introduction To Solid State Devices Survey Of Electronic Devices	09-JUL-2002	3 2	V L	ET125A
MC-1601-0033	1143	Interior Wiring by Correspondence Interior Wiring	11-JUL-2002	1	L	Construction
MC-2204-0136	0335C	Infantry Patrolling by Correspondence Physical Education	12-DEC-2002	1	L	Physical Education

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** PRIVACY ACT INFORMATION **

Name: MARINE, I AM	SSN: XXX-XX-XXXX				

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MC-1406-0028	001A	Principles of Instruction for the Marine Noncommissioned Officer (NCO) by Correspondence	13-DEC-2002			
		Introduction To Education		1	L	Education
MC-1601-0052	0381C	Land Navigation by Correspondence	13-DEC-2002			
		Land Navigation/Military Science/Orienteering		3	L	Navigation
MC-0803-0008	0354B	Desert Operations by Correspondence	03-JAN-2003			
		Credit Is Not Recommended				
MC-1710-0048	1169	Utilities Officer/Chief by Correspondence	10-MAR-2003			
		Basic Electrical Distribution Systems		1	L	Electronics/Elctrcty
		Basic Refrigeration		1	L	HVAC/Refrig
		Basic Water Supply Systems		1	L	
MC-1732-0003	1122A	Reverse Osmosis Water Purification Unit by Correspondence	10-MAR-2003			
		Water Treatment Plant Operations		3	V	
MC-0602-0002	8011	Basic Grammar and Composition by Correspondence	31-OCT-2003			
		English		1	L	English
MC-2204-0128	8013	Military Studies by Correspondence	31-OCT-2003			
		Military Studies or Military Science		1	L	
MC-2204-0131	8016	Warfighting Techniques by Correspondence	31-OCT-2003			
		Military Science or Military Studies		1	L	
MC-1408-0033	8012	Leadership by Correspondence	03-NOV-2003			
		Principles Of Management		2	L	MG101A/MG101B
MC-2204-0130	8015	Warfighting Tactics by Correspondence	03-NOV-2003			
		Military Science or Military Studies		1	L	
MC-2204-0132	8017	Weapons by Correspondence	03-NOV-2003			
		Credit Is Not Recommended				
MC-2204-0127	8010	Sergeants Distance Education Program	23-MAR-2005			
		See courses numbered 8011, 8012, 8013, 8014, 8015, 8016 and 8017		0	L	

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**** PRIVACY ACT INFORMATION ****

Name: MARINE, I AM	SSN: XXX-XX-XXXX				

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MC-2204-0129	8014A 8014	Introduction to Warfighting by Correspondence	23-MAR-2005			
		Military Science or Military Studies		2	L	
NV-0705-0013	S-4J-0016	Radiation Safety Officer	22-JUL-2005			
		Introduction To Health Physics		3	L	Health/Fitn/Wellness
		Radiation Safety		2	U	Medical
MC-2204-0174	8100	Staff Noncommissioned Officers (NCO) Career Distance Education	31-MAY-2006			
		Leadership or Decision Making		1	L	
		Military Science or Office Procedures		3	L	
MC-2201-0003	0090	Pistol Marksmanship	25-JUN-2007			
		Military Science or Marksmanship		1	L	
MC-1406-0056	0084	Career Retention Specialist by Correspondence	27-JUN-2007			
		Interviewing or Career Counseling		1	L	
MCE-1161-001	1161	Refrigeration Mechanic	01-OCT-2001			
		A/C Refrigeration Troubleshooting and Repair (SSGT)		3	L	HVAC/Refrig
		Leadership (SSGT)		1	L	MG102A/MG102B, MG304B
		Principles of Management (SSGT)		2	U	MG101A/MG101B

Defense Language Proficiency Test (DLPT)

Student's Score	DLPT Converted Score	Title	Date Taken	ACE Recommended Credit Listen	Read	Speak
50	40 & Above	Spanish	02-JUN-2001	4L&4U		
49	40 & Above	Spanish	02-JUN-2001		4L&3U	

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ACADEMIC INSTITUTION COURSES

NOT AN OFFICIAL TRANSCRIPT*

Name: MARINE, I AM

SSN: XXX-XX-XXXX

Course	Title	Start Date	End Date	Credits/ Unit	Level	Grade	Institution
COLL148	Criti Think Prob Sol	06-MAR-2006	28-APR-2006	3S	L	A	DeVry University Downers Grove & OnLine 3005 Highland Parkway STE 100 Downers Grove, IL 60515
BUSN115	Intro To Busi/Tech	06-MAR-2006	28-APR-2006	3S	L	A	DeVry University Downers Grove & OnLine 3005 Highland Parkway STE 100 Downers Grove, IL 60515
MATH032	Algebra Coll St	01-MAY-2006	25-JUN-2006	4S	L	B	DeVry University Downers Grove & OnLine 3005 Highland Parkway STE 100 Downers Grove, IL 60515
COMP100	Comp Apps For Business	01-MAY-2006	25-JUN-2006	2S	L	D	DeVry University Downers Grove & OnLine 3005 Highland Parkway STE 100 Downers Grove, IL 60515

***This addendum is provided for your information and academic advisement only and may be incomplete. THE APPROPRIATE OFFICIAL TRANSCRIPT MUST BE ORDERED FROM THE PARENT INSTITUTIONS.**

Level: V=Vocational L=Lower Division Baccalaureate/Associate U=Upper Division Baccalaureate G=Graduate E=Continuing Education D=Developmental
Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

02/15/2013

JST CORRECTION/UPDATE PROCEDURES AND INFORMATION (Marines)

Marines must take action to get errors corrected; to include Mailing Documents to the JST Ops Office *(address below) E-Mails and faxes will only be accepted from a Marine Lifelong Learning Center, Navy College Office or servicing Administration Office.

The following items will NOT appear on JST: Awards, and Local Training that does not have course identification numbers. Please DO NOT include this type of information, since it will not be added to your transcript.

INFORMATION LISTED ON JST:	ACTIVE DUTY CORRECTIONS	VETERANS CORRECTIONS
PERSONAL INFORMATION This information originates from MCTFS.	Contact your Unit Diary/Admin Non Commissioned Officer (NCO). That office will submit corrections to update MCTFS.	Mail certified/notarized copy of DD Form 214 to JST Ops Center Send copies of all DD Form 214 (s). DO NOT SEND YOUR ORIGINAL.
MILITARY TRAINING/COURSES Marine Corps Total Force System (MCTFS), Training Information Management System (TIMS) and Marine Corps Institute (MCI) are shown on the JST transcript. All courses must be entered into MCTFS prior to submitting JST corrections.	ACE recommended college credit requires that dates and locations be shown. If the date and/or location is missing mail a copy of course completion certificate, service record page(s) or DD Form 295 to the JST Ops Center. All documents must be certified as a true copy by the Unit Diary/Admin NCO or notary. **Include your name, last 4 digits of SSN, work address, and daytime phone number and email address.** Certified documents may be mailed directly to the JST Ops Center or faxed by a Marine Lifelong Learning Center to the JST Ops Center.	Mail copy of course completion certificate, DD Form 214 or other documents from service record to the JST Ops Center. All documents must be certified or notarized as a true copy. **Include your name, last 4 digits of SSN, work address, and daytime phone number and email address.** Certified documents may be mailed directly to the JST Ops Center or faxed by a Marine Lifelong Learning Center to the JST Ops Center
MILITARY EXPERIENCE Military occupations (MOS). If the MOS codes are missing they can be added (must be added first to MCTFS)	Procedure for submitting documents showing changes/corrections to MOS codes are the same as those for Active Duty Corrections, Military Training/Courses above.	Procedure for submitting documents showing changes/corrections to MOS codes are the same as those for Veterans Corrections, Military Training/Courses above.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken while on active duty through NCPACE or TA. Degrees/Certifications or courses earned before or while on Active Duty at institutions accredited by a regional or national accrediting agency recognized by the U.S Department of Education **Credit Evaluations** may NOT be sent in lieu of foreign transcripts.	**NCPACE COURSES:** (2 Options to have updated to JST) 1. Have OFFICIAL transcript sent from institution directly to JST. 2. Mail certified or notarized copy of grade reports or transcripts to JST Ops Center. Marine Lifelong Learning Center may fax certified copy to JST Ops Center. **TA FUNDED COURSES:** Fax TA funded course(s) grade report or transcript to 850-452-1149/1032/1079 or DSN 922-1149/1032/1079. **DEGREES/CERTIFICATIONS:** Have official transcript sent directly from institution to JST. Degrees earned prior to or during Marine Corps active duty will be accepted. Degree, major field, date awarded and institution must be included on transcript. **NON-TA or NON-NCPACE FUNDED COURSES:** (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to JST) 1. Official transcript mailed directly from institution to JST. 2. Bring Official Transcript or course grades to Lifelong Learning Center to have certified a true copy of original and faxed to JST. 3. Have Official Transcript certified or notarized and mail to JST. For more information go to: https://www.navycollege.navy.mil/add_deg.html **ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF SSN, EMAIL, AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.**	**NCPACE COURSES:** (2 Options to have updated to JST) 1. Have OFFICIAL transcript sent from institution directly to JST. 2. Mail certified or notarized copy of grade reports or transcripts to JST Ops Center. **TA FUNDED COURSES:** If courses are not on JST, follow instructions for update to JST as listed under Non-TA, Non-NCPACE courses. **DEGREES/CERTIFICATIONS:** Have official transcript sent from institution directly to JST. Degrees earned prior to or during Marine Corps active duty will be accepted. Degree, major field, date awarded and institution must be included on transcript. **NON-TA or NON-NCPACE FUNDED COURSES:** (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to JST) 1. Official transcript mailed directly from institution to JST 2. Bring Official Transcript or course grades to Lifelong Learning Center to have certified a true copy of original and faxed to JST 3. Have Official Transcript certified or notarized and mail to JST. For more information go to: https://www.navycollege.navy.mil/add_deg.html **ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF SSN, EMAIL, AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.**
COLLEGE LEVEL TEST SCORES CLEP, DSST, DLPT, ECE (formerly ACT-PEP, RCE).	If test scores are missing for CLEP, DSST or ECE check with your Lifelong Learning Center. If the DLPT test scores are missing it must have a 'converted' score to be entered on JST. Submit documentation as noted under Active Duty, Military Training/Courses.	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil. Mail to JST If the DLPT test scores are missing it must have a 'converted' score to be entered on JST Submit documentation as noted under Veterans Corrections, Military Training/Courses.

FOR OTHER QUESTIONS ON JST, CONTACT:

*Mail to:
COMMANDING OFFICER
NETPDTC
JST Operation Center N615
6490 Saufley Field Road
Pensacola, FL 32509-5204

FAX: 850-452-1281/1051 DSN: 922-1281/1051
E-MAIL: jst@doded.mil
WEB SITE: https://jst.doded.mil
Marine Corps: http://www.usmc-mccs.org/education/locations.cfm

Dated 12 February 2013

JOINT SERVICES TRANSCRIPT

****OFFICIAL****

Transcript Sent To:
University of XXXXXXX

Name: NAVY, I AM
SSN: XXX-XX-XXXX
Rank: Senior Chief Electronics Technician (E8)
Status: Separated

Military Course Completions

Military Course ID	ACE Identifier / Course Title / Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
X-777-7770	**NV-2202-0014**	01-DEC-1982		
	Basic Military Training:			
	To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.			
	• First Aid And Safety		2 SH	L
	• Personal Fitness/Conditioning		1 SH	L
	• Personal/Community Health		1 SH	L
	(10/79)(10/79)			
A-100-0010	**NV-1714-0009**	01-FEB-1983 to 12-MAY-1983		
	Basic Electricity and Electronics---Modules 1--14:			
	Basic Electricity/Electronics School			
	Great Lakes, IL			
	To provide enlisted personnel with training in basic electricity/electric circuits.			
	• Basic Electricity/Electric Circuits		3 SH	L
	(1/82)(1/82)			
A-100-0010	**NV-1714-0020**	01-FEB-1983 to 12-MAY-1983		
	Basic Electricity and Electronics---Modules 15--25:			
	Service School Command			
	Great Lakes, IL			
	To provide enlisted personnel with training in electronic equipment theory and maintenance.			
	• Introduction To Electronics		3 SH	L

(1/82)(1/82)

A-100-0010 **NV-1714-0021** 01-FEB-1983 to 12-MAY-1983
Basic Electricity and Electronics---Modules 30--34:
Service School Command
Great Lakes, IL

To provide basic technical knowledge and skills in electrical and electronic theory and application as a prerequisite for additional training.

• Electronic Devices	3 SH	L

(1/82)(1/82)

A-101-0015 **NV-1715-0088** 09-APR-1984 to 04-MAY-1984
AN/SRC-20, AN/SRC-21 Radio Sets Maintenance (Electronics Technician, Class 1):
Electronics Technician, Class C School
San Diego, CA

To train enlisted personnel to operate, maintain, and repair the AN/SRC-20/21 radio sets and associated test equipment.

• Aviation Electronics Laboratory	2 SH	L
• Electronic Troubleshooting	1 SH	L

(5/82)(5/82)

A-500-0034 **NV-1717-0014** 25-JUL-1988 to 05-AUG-1988
Leadership and Management Education and Training (LMET) for Leading Petty Officers:
Fleet Training Center Mayport Det
Jacksonville FL

To provide leading petty officers with modern concepts and methods for leadership development and human resource use.

• Industrial Management, Industrial Psychology, Leadership Development or a Management Elective	3 SH	U

(11/81)(11/81)

A-100-0072 **NV-1715-1345** 15-JUL-1991 to 09-AUG-1991
Miniature Electronics Repair:
Fleet Training Center
Mayport, FL

Upon completion of the course, the student will be able to repair two-sided printed circuit boards to original specifications and maintain repair station equipment without supervision.

• Electronic Fabrication	3 SH	L

(3/89)(3/89)

A-500-0034 **NV-1717-0025** 07-OCT-1991 to 11-OCT-1991
Leader Development Program (NAVLEAD) for Leading Petty Officers:
Fleet Training Center Mayport Det
Jacksonville FL

Upon completion of the course, the student will be able to identify the components which characterize motivation, supervisory and leadership skills, and personal skills which will increase effectiveness as a unit leader.

• Principles Of Supervision	1 SH	L

(3/92)(3/92)

P-500-0036 **NV-1717-0023** 05-DEC-1994 to 09-DEC-1994
Navy Leader Development Program (NAVLEAD) for Chief Petty Officers:

Fleet Training Center POM 81
Mayport FL

Upon completion of the course, the student will be able to identify the components which characterize motivation, supervisory and leadership skills, and personal skills which will increase effectiveness as a unit leader.

- Principles Of Supervision 1 SH L

(3/92)(3/92)

P-500-0021 **NV-1717-0028** 21-JAN-1997 to 31-JAN-1997
Advanced Leadership Development Program:
Leader Training Unit
Little Creek, VA

Upon completion of the course, the student will be able to identify basic principles of leadership; the role of motivation, empowerment, and counseling in development of subordinates; and ways to manage human resources, teams, and stress to create a quality organizational climate. Students will use effective oral and written communication skills in professional relationships.

- Personnel Supervision or 1 in Leadership and 1 in Business and Professional Communication 2 SH L

NV-1717-0027, NV-1717-0028, and NV-1717-0029 cover similar/duplicate information. Credit should be awarded for one of these courses only.

(1/05)(1/05)

A-4B-0019 **NV-1715-1784** 03-MAR-1997 to 28-MAR-1997
Combat Systems Electronics Administration Atlantic Fleet:
Fleet Training Center
Norfolk, VA

Upon completion of the course, the student will be able to describe combat systems electronic equipment; perform the administrative procedures followed in the combat systems electronics division; and perform other necessary administrative procedures related to maintenance, repair, training, reports, and inspections.

- Credit Is Not Recommended SH

(11/95)(11/95)

A-012-0011 **NV-1406-0019** 10-JUL-2000 to 02-AUG-2000
Instructor:
Fleet Training Center
San Diego CA

Upon completion of the course, the student will be able to deliver lectures employing effective questioning, chalkboard, and communications techniques; deliver instruction employing demonstrative strategies; operate an overhead projector and video cassette system; demonstrate knowledge of instructor guides, workbooks, computerized reporting systems, evaluation, and participant materials; and develop learning outcomes for a topic.

- Training And Development (Instructional Methods) 3 SH U

(9/89)(1/98)

R-920-0001 **NV-2202-0206** 24-JUL-2004 to 08-AUG-2004
Senior Enlisted Academy Nonresident:
Naval Reserve Professional Development Center
New Orleans, LA

Upon completion of the course, the student will be able to provide more effective leadership in senior positions, promote teamwork, perform management responsibilities in the areas of communications skills, national security affairs, and program and policy areas.

- Business Communication 2 SH L

• Human Relations	3 SH	U
• International Relations	3 SH	U
• Organization Theory Development	3 SH	U

(12/01)(12/01)

Military Experience

Occupation ID	ACE Identifier / Title / Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level

NEC-9710 **NONE ASSIGNED** 01-MAR-1984

Electronic Equipment Repairman:

Description not available.

- None

NEC-9901 **NONE ASSIGNED** 01-MAR-1984

Nuclear Propulsion Plant Operator Trainee:

Nuclear Propulsion Plant Operator Trainee.

- None

SN **NER-SN-001** 01-MAR-1984

Seaman:

Performs all basic seamanship functions aboard ship that involve line or wire, including knot tying, whipping and seizing, and rigging used to secure the ship to a pier, moor, or anchor; is able to identify functions of navigation and shipboard equipment, including fixed or portable items and power or non-powered items; lowers, raises, and launches life saving equipment; handles small boats; navigates by using several different types of compasses; keeps records by degrees or points; knows navigational aids, nautical rules of the road, and the buoys of inland waters of the U.S.; knows the nomenclature of decks, superstructures, and parts of the hull; knows the purpose and limitations of first aid and the first aid treatments for electrical shock, simple and compound fractures, heat exhaustion, heat stroke, and burns; must be qualified as a Swimmer First Class, requiring floating for a minimum of five minutes, preparing and using clothing and buoyant object for staying afloat, and swimming through oil, flames, and debris; knows how to determine the classes of fire hoses and how to use carbon dioxide, dry chemical, and water portable fire extinguishers; knows the function of the typical fire main system, fixed carbon dioxide system, water wash down system, and magazine sprinkling system; knows the difference between flooding and progressive flooding and the dangers involved.

• First Aid and Fire Science on the Basis of Institutional Evaluation	SH	L
• Seamanship	3 SH	L
• Small Boat Operation (Boat Coxswain)	3 SH	L
• Swimming (Swimmer First Class Only)	1 SH	L

(12/76)(12/76)

NEC-1423 **NONE ASSIGNED** 01-SEP-1991

Communications Equipment (SRC-20/21 and URC-9):

Description not available.

- None

NEC-1431 **NONE ASSIGNED** 01-DEC-1991

Communication Security Devices Equipment (KY8) Technician:

Description not available.

- None

NEC-9527 **NONE ASSIGNED** 01-DEC-1991

Miniature Electronic Repair Technician:

Performs identification, removal and application of conformal coatings, removal and replacement of discrete and multi-lead components, preparation and installation of eyelets, repair and replacement of conductors and laminates, proper connection of wires to terminal and connector cups, and other related repairs per NAVSEAINST 4790.17 and OPNAVINST 4790.2. Repairs conducted using approved equipment and practices as authorized in the Standard Maintenance Practices Miniature/Microminiature (2M) Electronic Assembly Repair (NAVSEA SE004-AK-TRS-010/ 2M, NAVAIR 01-1A-23) Technical Manual.

- None

ETC **NER-ET-003** 01-SEP-1994

Electronics Technician:

Performs maintenance on electronic equipment for surface ships and submarines, electronic air detection and tracking equipment, electronic recognition and identification equipment, aids to navigation, and electronic equipment and components used for communication, cryptography, and navigation; possesses a general working knowledge of electricity and electronics. Reads and interprets schematics and block diagrams; uses test equipment and hand tools; repairs electrical/electronic cables and connectors; localizes malfunctions and repairs or replaces faulty parts or subassemblies; aligns, adjusts, calibrates, and performs preventive maintenance on equipment; inventories tools and portable test equipment; completes maintenance data forms. Maintains radar transmitting equipment, radar receiving equipment, radar identification equipment, and air navigation equipment; localizes malfunctions to systems, subsystems, circuits, and parts; inventories installed equipment; completes maintenance reports. Diagnoses, isolates, aligns, adjusts, and calibrates electronic subsystems; monitors maintenance quality control; prepares weekly preventive maintenance schedules; maintains inventory of parts; reviews completed maintenance data forms; trains subordinates in the operation of tests on systems and subsystems. Supervises the repair of electronic systems and subsystems; uses accounting procedures to maintain control of inventories, work flow, and work accomplished; estimates time and support required for repair of equipment; provides technical and supervisory liaison between work centers; implements and administers a maintenance and repair program; prepares quarterly preventive maintenance schedules.

• AC Circuits	1 SH	L
• Basic Electronics Laboratory	3 SH	L
• DC Circuits	1 SH	L
• Digital Principles	3 SH	L
• Electronic Communications	3 SH	L
• Electronic Control Systems	2 SH	L
• Electronic Systems Troubleshooting and Maintenance	3 SH	L
• Maintenance Management	3 SH	L
• Microprocessors	2 SH	L
• Personnel Supervision	3 SH	L
• Solid State Electronics	3 SH	L
• Technical Mathematics	2 SH	L

(12/89)(12/89)

NEC-9512 **NONE ASSIGNED** 01-JAN-1995

3-M System Coordinator:

Coordinates and directs all facets of shipboard 3-M program. Advises and assists the supervisors on matters

concerning the 3-M system.

- None

NEC-1420 **NONE ASSIGNED** 01-MAY-1998

Surface HF Communications System Maintenance Technician:

Maintains and monitors the operational readiness of a surface ship's exterior communications suite on a "system level". Performs preventive and corrective maintenance on the surface ship's exterior communications system. Possesses in-depth knowledge of and troubleshooting experience with HF communications equipment, including the AN/URT-23 series, the AN/URA-38, UN/UCC-1, R-1051, R2368A/URR LF/MF/HF receiver, CV-2460, AN/URA-17 and their interfaces.

- None

9502 **NEC-9502-001** 22-AUG-2000

Instructor:

Knows lesson planning, instructional strategies, selection of visual aids, and teaching skills; designs lessons from a body of content; develops behavioral objectives; prepares test items; evaluates instructional materials and the results of instruction; presents material clearly and possesses platform (teaching) skills.

• Instructional Media	3 SH	L
• Interpersonal Communications	3 SH	L
• Learning Theory	2 SH	L
• Principles of Speech	3 SH	L
• Curriculum Design	1 SH	U
• Instructional Strategy	2 SH	U

(3/90)(3/90)

9502 **NEC-9502-002** 22-AUG-2000

Instructor:

Knows lesson planning, instructional strategies, selection of visual aids, and teaching skills; designs lessons from a body of content; develops behavioral objectives; prepares test items; evaluates instructional materials and the results of instruction; presents material clearly; possesses platform (teaching) skills.

• Instructional Media	3 SH	L
• Interpersonal Communication	3 SH	L
• Principles of Speech	3 SH	L
• Instructional Strategies and Methods	3 SH	U
• Student Teaching	3 SH	U

(12/01)(12/01)

9502 **NEC-9502-003** 22-AUG-2000

Instructor:

Individuals direct teaching and learning activities in schools, training centers, and selected reserve units; write learning objectives; prepare test items; evaluate instructional materials and results; and counsel students on academic learning problems.

• Introduction To Teaching And Learning	3 SH	L
• Public Speaking	3 SH	L

(11/07)(11/07)

ETCS **NER-ET-006** 16-SEP-2001

Electronics Technician (Surface):

Performs maintenance on electronic equipment for surface ships, electronic air detection and tracking equipment, electronic recognition and identification equipment, aids to navigation, and electronic equipment and components used for communication, cryptography, and navigation; possesses a general working knowledge of electricity and electronics. Reads and interprets schematics and block diagrams; uses test equipment and hand tools; repairs electrical/electronic cables and connectors; localizes malfunctions and repairs or replaces faulty parts or subassemblies; aligns, adjusts, calibrates, and performs preventive maintenance on equipment; inventories tools and portable test equipment; completes maintenance data forms.
Maintains radar transmitting equipment, radar receiving equipment, radar identification equipment, and air navigation equipment; localizes malfunctions to systems, subsystems, circuits, and parts; inventories installed equipment; completes maintenance reports.
Diagnoses, isolates, aligns, adjusts, and calibrates electronic subsystems; monitors maintenance quality control; prepares weekly preventive maintenance schedules; maintains inventory of parts; reviews completed maintenance data forms; trains subordinates in the operation of tests on systems and subsystems.
Supervises the repair of electronic systems and subsystems; uses accounting procedures to maintain control of inventories, work flow, and work accomplished; estimates time and support required for repair of equipment; provides technical and supervisory liaison between work centers; implements and administers a maintenance and repair program; prepares quarterly preventive maintenance schedules.
Evaluates operational test results against engineering design standards; reviews, prepares, and administers the electronic repair organization bill; prepares correspondence; establishes and implements a program for interviewing, evaluating, and assigning personnel to ensure maximum utilization; organizes and schedules training programs and evaluates their effectiveness; administers a long-range planned maintenance program.

• Ac Circuits	1 SH	L
• Basic Electronics Laboratory	3 SH	L
• Control Systems	2 SH	L
• Dc Circuits	1 SH	L
• Digital Principles	3 SH	L
• Electronic Communications	3 SH	L
• Electronic Systems Troubleshooting And Maintenance	3 SH	L
• Maintenance Management	3 SH	L
• Microprocessors	1 SH	L
• Personnel Supervision	3 SH	L
• Solid State Electronics	2 SH	L
• Technical Mathematics	2 SH	L
• Field Experience In Management	3 SH	U
• Management Problems	3 SH	U

(3/96)(3/96)

ETCS **NER-ET-007** 16-SEP-2001

Electronics Technician (Surface):

Performs maintenance on electronic equipment for surface ships, electronic air detection and tracking equipment, electronic recognition and identification equipment, aids to navigation, and electronic equipment and components used for communication, cryptography, and navigation; possesses a general working knowledge of electricity and electronics. Reads and interprets schematics and block diagrams; uses test equipment and hand tools; repairs electrical/electronic cables and connectors; localizes malfunctions and repairs or replaces faulty parts or

subassemblies; aligns, adjusts, calibrates, and performs preventive maintenance on equipment; inventories tools and portable test equipment; completes maintenance data forms.
Maintains radar transmitting equipment, radar receiving equipment, radar identification equipment, and air navigation equipment; localizes malfunctions to systems, subsystems, circuits, and parts; inventories installed equipment; completes maintenance reports.
Diagnoses, isolates, align, adjust, and calibrate electronic subsystems; monitors maintenance quality control; prepares weekly preventive maintenance schedules; maintains inventory of parts; reviews completed maintenance data forms; trains subordinates in the operation of tests on systems and subsystems.
Supervises the repair of electronic systems and subsystems; uses accounting procedures to maintain control of inventories, work flow, and work accomplished; estimates time and support required for repair of equipment; provides technical and supervisory liaison between work centers; implements and administers a maintenance and repair program; prepares quarterly preventive maintenance schedules.
Evaluates operational test results against engineering design standards; reviews, prepares, and administers the electronic repair organization bill; prepares correspondence; establishes and implements a program for interviewing, evaluating, and assigning personnel to ensure maximum utilization; organizes and schedules training programs and evaluates their effectiveness; administers a long-range planned maintenance program.

• Digital Circuits	3 SH	L
• Electric Circuits	3 SH	L
• Electronic Circuits	4 SH	L
• Electronic Systems Troubleshooting And Maintenance	5 SH	L
• Electronics Laboratory Test Equipment	2 SH	L
• Microcomputer Applications Software	3 SH	L
• Microprocessors	3 SH	L
• Navigation Equipment	2 SH	L
• Personnel Supervision	3 SH	L
• Radar Systems Maintenance	3 SH	L
• Technical Mathematics	3 SH	L
• Technical Writing	3 SH	L
• Field Experience In Management	3 SH	U
• Maintenance Management	3 SH	U

(3/06)(3/06)

NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.

College Level Test Scores

College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
15-NOV-1984	Mathematics	6	420	610	62	61	
15-NOV-1984	Natural Sciences	6	420	482	52	45	
13-JUN-1988	English Composition with Essay	6	420	467			
03-MAR-1989	Business Mathematics	3	45	69			

08-MAY-1989	Introduction to Business	3	48	64

Other Learning Experiences

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

(1) Course has not been evaluated by ACE.
(2) Class attendance dates were not recorded in the service member's record.
(3) Course was not completed during the ACE evaluation period.
(4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
A-100-0068	16-DEC-1983	Electronics Technician 'A' Nf Dro	Service School Command, Naval Training Center Great Lakes IL	1
A-160-0030	15-MAR-1984	Crypto Technician Maintenance Tsec/Ky-8	Combat Systems Technical Schools Command, Mare Island Vallejo CA	1
V-4C-0014	08-DEC-1989	Communications Security Material System Custodian	Mine Warfare Training Center Charleston, SC	1
J-500-0025	04-APR-1991	Administration And Operation Of Shipboard 3-M Systems Shipboard Training Enhancement Program	Fleet Training Center POM 81 Mayport FL	1
A-100-0702	07-JUN-1991	Basic Solder	Fleet Training Center POM 81 Mayport FL	1
J-500-0028	20-SEP-1991	3m System Coord	Fleet Training Center POM 81 Mayport FL	1
A-493-0061	01-APR-1993	General Industry Safety Standards	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
A-493-0048	09-DEC-1993	Basic Mishap Investigation And Recordkeeping Ashore	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
A-493-0031	18-FEB-1994	Introduction To Hazardous Materials Ashore	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
A-322-0010	25-FEB-1994	Afloat Hazardous Material For The Supervisor	Naval Occupational Safety Health and Environmental Training Center Norfolk VA	1
J-495-0412	18-FEB-1997	General Shipboard Fire Fighting	Center for Service Support Learning Site Norfolk, VA	1
K-495-0045	20-FEB-1997	General Shipboard Damage Control Training	Center for Service Support Learning Site Norfolk, VA	1
J-2G-2302	28-FEB-1997	Global Command And Control System - Maritime Watch Officer	Combat Training Center Atlantic Virginia Beach VA	1
S-121-0484	10-OCT-1997	Aegis Combat System Maintenance Team	Aegis Training Support Group San Diego CA	1
J-495-0413	22-SEP-1998	Shipboard Aircraft Fire Fighting	Fleet Training Center San Diego CA	1

S-121-0484	05-MAR-1999	Aegis Combat System Maintenance Team	Aegis Training Support Group San Diego CA	1
X-888-8880	30-APR-1999	Specialized Brief Training	Aegis Training Support Group San Diego CA	1
S-920-0006	30-NOV-1999	Aegis Specialized Operational Brief	Aegis Training Support Group San Diego CA	1
S-221-4001	29-JAN-2002	Battle Group Multi-Tadil Team Training	Aegis Training Support Group San Diego CA	1
S-500-0017	15-FEB-2002	Senior Enlisted Leadership	Naval Justice School Newport RI	1
DOD-IAA-V2.0	26-MAY-2005	DOD Information Assurance Awareness	US Department of the Navy	1
CANSF-ATFP-OCONUS-1.0	07-MAR-2006	ATFP Level I Awareness Training For Overseas Service Members (OCONUS)	US Department of the Navy	1
CPD-CFL-010	23-JUN-2006	CFL Certification- NAVPERSCOM	Navy GMT	1
DOD-IAA-V2 0	23-JUN-2006	DOD Information Assurance Awareness	US Department of the Navy	1
JKDDC-TIP-1	23-JUN-2006	Trafficking In Persons Basic Awareness Training	US Department of the Navy	1
CNET11977	26-DEC-2006	Operational Risk Management (ORM) All Navy Fundamentals	US Department of the Navy	1
DOD-IAA-V2.0	04-APR-2007	DOD Information Assurance Awareness	US Department of the Navy	1
A-500-0009	04-MAY-2007	Command Management Equal Opportunity Program Manager	Center for Personal and Professional Development Detachment DAPMA Norfolk, VA	1
CANS-M9SP-1.0	05-FEB-2008	M9 Service Pistol Training	US Department of the Navy	1

END OF TRANSCRIPT

***NOTICE TO ALL TRANSCRIPT REVIEWERS:**
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.

JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: http://www.militaryguides.acenet.edu/AboutCrsEval.htm).

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (http://www.militaryguides.acenet.edu/JointStatement/htm) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extrainstitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Servicemembers may request copies of JST transcripts directly from the Operation Centers at https://smart.navy.mil or by calling 877-838-1659. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Servicemembers must contact the respective Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at SFLY_SMART@navy.mil.

Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (http://www.militaryguides.acenet.edu) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (NV-Navy, MC- Marine Corps, CG-Coast Guard, DD-Department of Defense, AF-Air Force), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECS have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

Coast Guard:

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

PNA -Passed, not advanced. This designation indicates a successful completion of service exams that qualify the servicemember for promotion to the next level in a given occupation, pending available openings at this occupation level.

Pending evaluation - This status designates a course or occupation that ACE may be in the process of evaluating or re-evaluating for the appropriate credit recommendation pending completion of the evaluation. For more information, contact ACE's Military Evaluations Department at mileval@ace.nche.edu. MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the servicemember lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the servicemembers who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.

Other Learning Experiences & Non-Credit Courses: See Other Learning Experiences section of transcript for detailed information.

SUMMARY

Name: NAVY, I AM	SSN: XXX-XX-XXXX					
ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
NV-2202-0014	X-777-7770	Basic Military Training	01-DEC-1982			
		First Aid And Safety		2	L	Health/Fitn/Wellness
		Personal Fitness/Conditioning		1	L	Physical Education
		Personal/Community Health		1	L	
NV-1714-0009	A-100-0010	Basic Electricity And Electronics---Modules 1--14	12-MAY-1983			
		Basic Electricity/Electric Circuits		3	L	
NV-1714-0020	A-100-0010	Basic Electricity and Electronics - Modules 15-25	12-MAY-1983			
		Introduction To Electronics		3	L	ET122A, ET123A, ET124A
NV-1714-0021	A-100-0010	Basic Electricity and Electronics - Modules 30-34	12-MAY-1983			
		Electronic Devices		3	L	ET125A
NV-1715-0088	A-101-0015	AN/SRC-20, AN/SRC-21 Radio Sets Maintenance (Electronics Technician, Class 1)	04-MAY-1984			
		Aviation Electronics Laboratory		2	L	
		Electronic Troubleshooting		1	L	Electronics/Elctrcty
NV-1717-0014	A-500-0034	Leadership and Management Education and Training (LMET) for Leading Petty Officers	05-AUG-1988			
		Industrial Management, Industrial Psychology, Leadership Development or a Management Elective		3	U	
NV-1715-1345	A-100-0072	Miniature Electronics Repair	09-AUG-1991			
		Electronic Fabrication		3	L	Electronics/Elctrcty
NV-1717-0025	A-500-0034	Leader Development Program (NAVLEAD) for Leading Petty Officers	11-OCT-1991			
		Principles Of Supervision		1	L	MG102A/MG102B

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
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Name: NAVY, I AM	SSN: XXX-XX-XXXX				

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
NV-1717-0023	P-500-0036	Navy Leader Development Program (NAVLEAD) for Chief Petty Officers	09-DEC-1994			
		Principles Of Supervision		1	L	MG102A/MG102B
NV-1717-0028	P-500-0021	Chief Petty Officer Leadership	31-JAN-1997			
		Personnel Supervision or 1 in Leadership and 1 in Business and Professional Communication		2	L	
NV-1715-1784	A-4B-0019	Combat Systems Electronics Administration Atlantic Fleet	28-MAR-1997			
		Credit Is Not Recommended				
NV-1406-0019	A-012-0011	Instructor	02-AUG-2000			
		Training And Development (Instructional Methods)		3	U	MG206B
NV-2202-0206	R-920-0001	Senior Enlisted Academy Nonresident	08-AUG-2004			
		Business Communication		2	L	CM006A/CM006B
		Human Relations		3	U	BU102A/BU102B
		International Relations		3	U	PO081A/PO081B
		Organization Theory Development		3	U	MG301B
NER-SN-001	SN	Seaman	01-MAR-1984			
		First Aid and Fire Science on the Basis of Institutional Evaluation			L	
		Seamanship		3	L	
		Small Boat Operation (Boat Coxswain)		3	L	Navigation
		Swimming (Swimmer First Class Only)		1	L	Physical Education
NER-ET-003	ETC	Electronics Technician	01-SEP-1994			
		AC Circuits		1	L	ET122A, ET124A
		Basic Electronics Laboratory		3	L	ET122A, ET123A, ET124A, ET125A
		DC Circuits		1	L	ET122A, ET123A
		Digital Principles		3	L	ET127A
		Electronic Communications		3	L	ET151A
		Electronic Control Systems		2	L	ET161A
		Electronic Systems Troubleshooting and Maintenance		3	L	Electronics/Elctrcty
		Maintenance Management		3	L	Transport/Logistics
		Microprocessors		2	L	ET163A
		Personnel Supervision		3	L	MG102A/MG102B
		Solid State Electronics		3	L	ET125A, ET126A
		Technical Mathematics		2	L	MH062A

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** PRIVACY ACT INFORMATION **

Name: NAVY, I AM	SSN: XXX-XX-XXXX				

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
NEC-9502-001	9502	Instructor	22-AUG-2000			
		Instructional Media		3	L	Education
		Interpersonal Communications		3	L	
		Learning Theory		2	L	PS602B
		Principles of Speech		3	L	CM001A/CM001B
		Curriculum Design		1	U	Education
		Instructional Strategy		2	U	Education
NEC-9502-002	9502	Instructor	22-AUG-2000			
		Instructional Media		3	L	Education
		Interpersonal Communication		3	L	CM005A/CM005B
		Principles of Speech		3	L	CM001A/CM001B
		Instructional Strategies and Methods		3	U	Education
		Student Teaching		3	U	Education
NEC-9502-003	9502	Instructor	22-AUG-2000			
		Introduction To Teaching And Learning		3	L	Education
		Public Speaking		3	L	CM001A/CM001B
NER-ET-006	ETCS	Electronics Technician (Surface)	16-SEP-2001			
		Ac Circuits		1	L	ET122A, ET124A
		Basic Electronics Laboratory		3	L	ET122A, ET123A, ET124A, ET125A
		Control Systems		2	L	ET161A
		Dc Circuits		1	L	ET122A, ET123A
		Digital Principles		3	L	ET127A
		Electronic Communications		3	L	ET151A
		Electronic Systems Troubleshooting And Maintenance		3	L	Electronics/Elctrcty
		Maintenance Management		3	L	Transport/Logistics
		Microprocessors		1	L	ET163A
		Personnel Supervision		3	L	MG102A/MG102B
		Solid State Electronics		2	L	ET125A, ET126A
		Technical Mathematics		2	L	MH062A
		Field Experience In Management		3	U	MG124A/MG124B
		Management Problems		3	U	MG121A, MG122B

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Name: NAVY, I AM	SSN: XXX-XX-XXXX				

ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
NER-ET-007	ETCS	Electronics Technician (Surface)	16-SEP-2001			
		Digital Circuits		3	L	ET127A
		Electric Circuits		3	L	ET122A, ET123A, ET124A
		Electronic Circuits		4	L	ET125A, ET126A
		Electronic Systems Troubleshooting And Maintenance		5	L	Electronics/Elctrcty
		Electronics Laboratory Test Equipment		2	L	
		Microcomputer Applications Software		3	L	OF037A/OF037B
		Microprocessors		3	L	ET163A
		Navigation Equipment		2	L	Aviation Maintenance
		Personnel Supervision		3	L	MG102A/MG102B
		Radar Systems Maintenance		3	L	Electronics/Elctrcty
		Technical Mathematics		3	L	MH062A
		Technical Writing		3	L	EN211A/EN211B
		Field Experience In Management		3	U	MG124A/MG124B
		Maintenance Management		3	U	Transport/Logistics

College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)

Student's Score	Required by ACE	Title	Date Taken	Recmd Hrs	Sub Score1	Sub Score2	Verbal Score
610	420	Mathematics	15-NOV-1984	6	62	61	
482	420	Natural Sciences	15-NOV-1984	6	52	45	
467	420	English Composition with Essay	13-JUN-1988	6			
69	45	Business Mathematics	03-MAR-1989	3			
64	48	Introduction to Business	08-MAY-1989	3			

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate
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ACADEMIC INSTITUTION COURSES

NOT AN OFFICIAL TRANSCRIPT*

Name: NAVY, I AM

SSN: XXX-XX-XXXX

DEGREES / CERTIFICATIONS

Type	Major / Certification	Date Awarded	Institution
BS	CHEMISTRY	18-MAY-2003	Excelsior College
CERT	LEADERSHIP AND MANAGEMENT	30-AUG-2005	University of Maryland University College Adelphi
CERT	HUMAN RESOURCES MANAGEMENT	30-DEC-2005	University of Maryland University College Adelphi

Course	Title	Start Date	End Date	Credits/ Unit	Level	Grade	Institution
EET2106	Ckts I	05-JAN-1989	26-APR-1989	4S	L	C	Florida Agricultural and Mechanical Univ 400 Lee Hall S Mlk Boulevard Tallahassee, FL 32307
AMH2010	Us History I	05-JAN-1989	22-FEB-1989	3S	L	A	Florida State College at Jacksonville 501 W State St Jacksonville, FL 32202
MAN2021	Prin Of Mgmt	05-JAN-1989	05-MAY-1989	3S	L	B	Florida State College at Jacksonville 501 W State St Jacksonville, FL 32202
MAC2311	Calculus I	05-JAN-1989	26-APR-1989	4S	L	B	Florida Agricultural and Mechanical Univ 400 Lee Hall S Mlk Boulevard Tallahassee, FL 32307
AMH2020	U S History Ii	07-MAR-1989	07-MAY-1989	3S	L	A	Florida State College at Jacksonville 501 W State St Jacksonville, FL 32202
HUM2211	Humanities	08-MAY-1989	03-AUG-1989	3S	L	A	Florida State College at Jacksonville 501 W State St Jacksonville, FL 32202
PSY1012	Gen Psycho	23-AUG-1989	09-OCT-1989	3S	L	B	Florida State College at Jacksonville 501 W State St Jacksonville, FL 32202
ENC1102	Eng Comp Ii	12-MAR-1990	01-MAY-1990	3S	L	B	Florida State College at Jacksonville 501 W State St Jacksonville, FL 32202
SPCH101	Fund Speech Com	22-MAR-1992	16-MAY-1992	3S	L	A	City College of Chicago City Wide 4529 E Honeygrove Road Virginia Beach, VA 23455

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evel: V=Vocational L=Lower Division Baccalaureate/Associate U=Upper Division Baccalaureate G=Graduate E=Continuing Education D=Developmental
Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

02/15/2013

Course	Title	Start Date	End Date	Credits/ Unit	Level	Grade	Institution
PHIL108	World Religion	12-JAN-1993	13-MAR-1993	3S	L	A	City College of Chicago City Wide 4529 E Honeygrove Road Virginia Beach, VA 23455
CHEM121L	Chemistry Lab	09-JAN-1994	12-MAR-1994	1S	L	A	City College of Chicago City Wide 4529 E Honeygrove Road Virginia Beach, VA 23455
CHEM121	Chemistry I	09-JAN-1994	12-MAR-1994	4S	L	A	City College of Chicago City Wide 4529 E Honeygrove Road Virginia Beach, VA 23455
CHEM122	Basic Chem.Ii	21-MAR-1994	21-MAY-1994	4S	L	A	City College of Chicago City Wide 4529 E Honeygrove Road Virginia Beach, VA 23455
CHEM122L	Lab Fee	21-MAR-1994	21-MAY-1994	1S	L	A	City College of Chicago City Wide 4529 E Honeygrove Road Virginia Beach, VA 23455
REAE1301	Real Estate Principles	10-JAN-2000	18-FEB-2000	3S	L	A	Central Texas College PO Box 1800 Killeen, TX 76540
EME5315	Site-Based Educ Supt	25-AUG-2003	12-DEC-2003	4S	G	D	University of West Florida 11000 Univ Pkwy Pensacola, FL 32524
ADMN625C	Org Comm & Grp Dev	08-SEP-2004	15-DEC-2004	3S	G	B	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783
ADMN635C	Org Ldrshp Dm (Fee)	08-SEP-2004	15-DEC-2004	3S	G	B	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783
UCSP610	Lib Skls Crs Inf Age	08-SEP-2004	15-DEC-2004	5C	V	P	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783
ADMN601	Mgr In Tech Soc	24-JAN-2005	09-MAY-2005	3S	G	A	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783
ADMN664	Org Dev & Change	24-JAN-2005	09-MAY-2005	3S	G	B	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783
ADMN662	Iss & Pract Hrm	31-MAY-2005	08-AUG-2005	3S	G	B	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783

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Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

02/15/2013

Course	Title	Start Date	End Date	Credits/ Unit	Level	Grade	Institution
ENER602	Energy Econ	06-SEP-2005	20-DEC-2005	3S	G	B	University of Maryland University College Adelphi 3501 University Boulevard East Adelphi, MD 20783
EME6427	Implem Hpt Interventions	15-MAY-2006	27-JUN-2006	3S	G		University of West Florida 11000 Univ Pkwy Pensacola, FL 32524
ADMN661	Employee Relations		FALL 2005	3S	G	B	University of Maryland University College 3501 University Boulevard East Adelphi, MD 20783

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Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

02/15/2013

JST CORRECTION/UPDATE PROCEDURES AND INFORMATION (NAVY)

The Sailor must take action to get errors corrected; to include Mailing Documents to the Virtual Education Center (VEC) (*address below). E-Mails and faxes will only be accepted from a Navy College Office (NCO), Marine Lifelong Learning Center or servicing PSD.

The following items will NOT appear on JST:

Awards, PQS, Warfare Designations, correspondence courses, Local/Unit Level Training that does not have military course identification numbers, and non-Department of Educations courses such as FEMA, DHS, ect. Please DO NOT include this type of information, since it will not be added to your transcript.

INFORMATION LISTED ON JST:	ACTIVE DUTY CORRECTIONS	VETERANS CORRECTIONS
PERSONAL INFORMATION This information originates from Master Data File.	Contact your servicing PSD or Personnel and Administration Office. That office will submit corrections to PERS-312 or PERS-8.	Mail certified/notarized copy of DD Form 214 to Virtual Education Center. Send copies of all DD Form 214 (s), if applicable. DO NOT SEND YOUR ORIGINAL.
MILITARY COURSES This data originates from CeTARS, a training data base.	Mail copy of course completion certificate or page 4 (NAVPERS 1070/604) from service record or copy of Enlisted Summary Record (ESR) to Virtual Education Center. Completion Certificate (page 4), or copy of ESR must be certified as true copy by PSD (with PSD personnel original signature.) **Include your name, last four of SSN, work address, and daytime phone number and e-mail address.** Certified documents may be faxed by PSD to VEC, or mailed to VEC. When mailing page 4 or ESR, circle items to be corrected or added to transcript. Ensure course number, location and dates are annotated on page 4 or ESR. Allow up to 30 days for changes in CeTARS to appear on JST.	Mail copy of course completion certificate, past performance evaluations or page 4 (NAVPERS 1070/604) from service record or copy of Enlisted Summary Record (ESR) to Virtual Education Center. Completion certificate, DD Form 214 and/or page 4 or ESR must be certified or notarized as a true copy. **Include your name, last four of SSN, work address, phone number and e-mail address.** Certified documents may be faxed by Navy Military Personnel Office to VEC, or mailed to VEC. When mailing page 4 or ESR, circle items to be corrected or added to transcript. Ensure course number, location and dates are annotated.
MILITARY EXPERIENCE This section lists your Navy occupational history. Ratings/NEC'S are recorded on page 4 of service record or on Enlisted Summary Record (ESR).	Contact your servicing PSD or Personnel/ Administration Office to obtain certified copy of page 4 (NAVPERS 1070/604) or copy of ESR. NEC's must be annotated in the "Navy Enlisted Classification Record" block. Circle correct information on page 4 or ESR to be entered on transcript, have PSD certify as true copy (with PSD personnel original signature), and mail to Virtual Education Center. **Include your name, last four of SSN, work address, daytime phone # and e-mail address.** Certified documents may be faxed by PSD to VEC, or mailed to VEC.	Mail certified to be true or notarized copy of page 4 (NAVPERS 1070/604) or copy of ESR, designation letters and DD Form 214 (s). Circle correct information to be entered on transcript, have certified (with certifier's original signature) or notarized as true copy, and mail to Virtual Education Center (address below).* **Include your name, last four of SSN, work address, daytime phone # and e-mail address.** Certified documents may be faxed by PSD to VEC, or mailed to VEC.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken while on Navy active duty through NCPACE or TA. Degrees/Certifications or courses earned before or while on Navy Active Duty at institutions accredited by a regional or national accrediting agency recognized by the U S Department of Education. **Credit Evaluations** may NOT be sent in lieu of foreign transcripts.	**NCPACE COURSES:** (2 Options to have updated to JST) 1. Have OFFICIAL transcript sent from institution directly to VEC 2 Mail certified or notarized copy of grade reports or transcripts to Virtual Education Center. Documentation may be faxed from an NCO or Marine Lifelong Learning Center to the VEC. **TA FUNDED COURSES:** Fax TA funded course(s) grade report or transcript to: 850-452-1149/1032/1079 or DSN 922-1149/1032/1079. **DEGREES/CERTIFICATIONS:** Have official transcript sent directly from institution to VEC. Degrees earned prior to or during Navy active duty will be accepted. Degree, major field, date awarded and institution must be included on transcript. **NON-TA or NON-NCPACE FUNDED COURSES:** (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to JST) 1. Official transcript mailed directly from institution to VEC. 2. Bring Official Transcript or course grades to NCO; NCO certifies a true copy of original and faxes to VEC. 3. Have Official Transcript certified or notarized and mail to VEC. For more information go to: https://www.navycollege.navy.mil/add_deg.html **ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF SSN, EMAIL, AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.**	**NCPACE COURSES:** (2 Options to have updated to JST) 1. Have OFFICIAL transcript sent from institution directly to VEC. 2. Mail certified or notarized copy of grade reports or transcripts to Virtual Education Center. Documentation may be faxed from a NCO or Marine Lifelong Learning Center to the VEC. **TA FUNDED COURSES:** If courses are not on JST, follow instructions for update to JST as listed under Non-TA, Non-NCPACE courses. **DEGREES/CERTIFICATIONS:** Have official transcript sent from institution directly to VEC. Degrees earned prior to or during Navy active duty will be accepted. Degree, major field, date awarded and institution must be included on transcript. **NON-TA or NON-NCPACE FUNDED COURSES:** (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to JST) 1. Official transcript mailed directly from institution to VEC. 2 Bring Official Transcript or course grades to NCO, NCO certifies a true copy of original and faxes to VEC. 3. Have Official Transcript certified or notarized and mail to VEC. For more information go to: https://www.navycollege.navy.mil/add_deg.html **ALL DOCUMENTATION SENT IN MUST HAVE NAME, LAST 4 DIGITS OF SSN, EMAIL, AND PHONE NUMBER WHERE YOU CAN BE CONTACTED.**
COLLEGE LEVEL TEST SCORES CLEP, DSST, DLPT, ECE (formerly ACT-PEP, RCE)	For CLEP, DSST, ECE contact your local Navy College Office Web site: https://www.navycollege.navy.mil For DLPT, contact NETPDTC N322, sfly_defense_language@navy.mil. (DLPT scores submitted to JST on a weekly basis)	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil. Mail to VEC For DLPT contact: http://www.dliflc.edu/ If the test has been proctored within the past two years contact NETPDTC N322, sfly_defense_language@navy.mil.

FOR OTHER QUESTIONS ON JST, CONTACT:

*Mail to:
COMMANDING OFFICER
Center for Personal and Professional Development
ATTN: Virtual Education Center
1905 Regulus Avenue, STE 234
Virginia Beach, VA 23461-2009

TOLL FREE: 1-877-838-1659 or DSN 492-4684
FAX: 757-492-5095 DSN: 492-5095
E-MAIL: vec@navy.mil
WEB SITE: https://www.navycollege.navy.mil

Dated 12 February 2013

JOINT SERVICES TRANSCRIPT

****OFFICIAL****

Transcript Sent To:
University of XXXXXXX

Name: COAST GUARD, I AM
SSN: XXX-XX-XXXX
Rank: Chief Warrant Officer 2 Marine Safety Specialist Deck (MSSD) (W2
Status: Active

Military Course Completions

Military Course ID	ACE Identifier / Course Title / Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
566666	**CG-2205-0035**	17-AUG-1993 to 17-AUG-1993		
	Recruit Training:			
	Upon completion of the course, the graduated recruit will demonstrate knowledge of general military and Coast Guard protocol, seamanship, fire fighting, basic engineering, safety, first aid, and personal health; demonstrate basic swimming and water survival skills; and meet prescribed standards for physical fitness.			
	• Beginning Swimming		1 SH	L
	• Boating/Seamanship		1 SH	L
	• Personal Fitness/Conditioning		1 SH	L
	• Personal Health And First Aid		1 SH	L
	(5/96)(5/96)			
0451-9 451-9	**CG-1708-0009**	01-NOV-1993 to 07-FEB-1994		
	Seaman by Correspondence:			
	Coast Guard Institute			
	Oklahoma City, OK			
	To introduce personnel to the duties of seaman.			
	• Basic Seamanship		1 SH	V
	(3/97)(3/97)			
0455-3	**CG-2205-0028**	02-NOV-1993 to 17-APR-1994		
	Military Requirements for E-3 by Correspondence:			
	Coast Guard Institute			
	Oklahoma City, OK			

Upon completion of the course, the student will be able to demonstrate the duties and responsibilities of an enlisted person assigned the rank of E-3.

- Military Science 1 SH L

(9/90)(9/90)

210080
GMA

CG-1714-0017 02-OCT-1995 to 16-DEC-1995
Gunner's Mate, Class A:
Reserve Training Center
Yorktown, VA

Upon completion of the course, the student will be able to solve basic electrical circuit problems, understand circuit symbols, read circuit diagrams, use a multimeter/DVM and megger. The student will be able to read and interpret fluid power circuit diagrams, understand how fluid power circuits are constructed, and understand the operating characteristics of fluid power components. The student will be able to practice safety precautions when working on electrical and hydraulic circuits.

- Basic Electricity 1 SH L
- Safety Engineering 1 SH L

(5/96)(5/96)

0457-1

CG-2205-0043 21-FEB-1996 to 26-MAR-1996
Military Requirements for Becoming a Petty Officer by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to describe characteristics of leadership; describe military conduct, justice, and procedures; and identify both personal and environmental safety and health concerns.

- Health And Fitness or Introduction To Nutrition 1 SH L
- Introduction To Supervision 1 SH L

(9/98)(9/98)

0309-3

CG-1708-0022 21-FEB-1996 to 08-JUL-1996
Boatswain's Mate Third Class by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be familiar with boat seamanship, navigation and piloting, boat operations, deck seamanship, law enforcement, search and rescue, damage control, administration, watchstanding, communications, and firefighting.

- Navigation 2 SH L
- Seamanship 2 SH L

(9/98)(9/98)

230275

CG-1708-0017 27-NOV-1996 to 27-NOV-1996
Coxswain, Class C:
Reserve Training Center
Yorktown, VA

Upon completion of the course, the student will be able to perform as a coxswain aboard standard and nonstandard and Coast Guard utility boats. Duties include navigation and piloting, search and rescue, boat handling, and towing.
(5/96)(5/96)

240450
MS 496

CG-0802-0019 27-OCT-2000 to 27-OCT-2000
Explosive Handling Supervisor:
Reserve Training Center
Yorktown, VA

Upon completion of the course, the student will be able to identify documents; inspect, evaluate, and report hazardous (especially explosive) materials and material shipment; and follow safety procedures in accordance with established standards.

- Introductory Explosive Hazardous Materials (Hazmat) Safety — 3 SH — L

(9/02)(7/06)

0458-1 **CG-2205-0042** 19-JUN-2000 to 18-DEC-2000
Military Requirements for Becoming a Senior Petty Officer by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to provide leadership, advice, and counseling; communicate standards for enlisted personnel; design and conduct effective training sessions; and have a greater understanding of Coast Guard-specific policies and regulations.

- Fundamentals Of Communication — 1 SH — L
- Introduction To Supervision — 2 SH — L

(9/98)(9/98)

0209-1 **CG-1708-0021** 02-OCT-2000 to 08-MAR-2001
Boatswain's Mate Second Class by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to demonstrate proficiency in deck seamanship, particularly as it relates to selecting surface coating and splicing wire cable, LORAN operation, maneuvering small craft in search and rescue operations, maintaining fire fighting equipment, identifying aids to navigation, and selecting electrical systems.

- Advanced Seamanship — 2 SH — L

(9/98)(9/98)

0469-4 **CG-1708-0020** 24-NOV-1998 to 16-APR-2001
Navigation Rules by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to demonstrate knowledge of inland and international rules of the road related to safe navigation in various situations, including potential collisions and limited visibility, sailing vessels, lights and shapes used on vessels, and sound signals.

- Basic Navigation — 2 SH — L

(6/94)(6/94)

340720 4150 **CG-1717-0013** 03-DEC-2001 to 07-DEC-2001
Leadership and Management:
Coast Guard MSO
San Juan, PR

Upon completion of the course, the student will be able to recognize and apply styles of leadership; analyze situations and select appropriate leadership techniques; practice constructive communication skills; and recognize and apply motivation methods for the personal and professional performance improvement of subordinates.

- Organizational Development — 3 SH — U

(2/00)(2/00)

341090 **CG-1728-0021** 06-JAN-2003 to 07-FEB-2003
Maritime Law Enforcement Boarding Officer, Class C:
Reserve Training Center

Yorktown, VA

Upon completion of the course, the student will be able to supervise a group of investigators involved in the detection, investigation, and processing of criminal and safety violations.

• Basic Criminal Investigation	3 SH	L
• Basic Law Enforcement Organization And Administration	2 SH	L

(5/96)(5/96)

0109-8 **CG-1708-0004** 23-MAY-2001 to 03-JUN-2003
Boatswain's Mate First Class by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be capable of solving sample problems, answering lesson questions, and passing the proctored end-of-course examination through reading and studying textual materials.

• Advanced Navigation	2 SH	L
• Advanced Seamanship	1 SH	L
• Technical Communications	1 SH	V

(4/98)(4/98)

0134-5 **CG-1304-0022** 01-FEB-2006 to 31-JAN-2006
Marine Science Technician First Class by Correspondence:
Coast Guard Institute
Oklahoma City, OK

Upon completion of the course, the student will be able to function as the on-scene coordinator's representative for all activities associated with the marine safety and marine environmental response procedures involved with the regulatory and operational responsibilities to minimize, contain, and disposal of hazardous waste pollution in inland and costal waters. These responsibilities include identifying risk factors for effective harbor patrols; implementing port state control initiatives; classifying potential solid, bulk, oil, and tanker hazardous waste cargos; examining freight manifests; writing pollution reports; identifying the appropriate response team for the size and nature of the spill; developing an appropriate incident command system; conducting contingency plans; documenting pollution violations; selecting waste generation and disposal using mechanical protection equipment; and directing damage assessment, recovery, and clean up activities.

• Environmental Regulations	3 SH	L
• Hazardous Materials	3 SH	L
• Project Management	3 SH	U

(2/06)(7/06)

230442 **CG-1511-0002** 20-MAR-2010 to 21-APR-2010
Chief Petty Officer Academy:
Coast Guard Training Center
Petaluma, CA

Upon completion of the course, the student will be able to apply results of self-assessment tools to measure impact of behavior of self and others; employ ethical decision-making and problem-solving methods to comply with USCG protocol and etiquette; implement Coast Guard health and well-being policies and programs for self and others; produce and present clear and concise written and oral communications; and created workplace environment where diverse individuals maximize their contributions; employ leadership techniques and models to influence and motivate others; engineer changes in organizational processes and structures; and complete evaluation to guide, train, and reward personnel.

• Communications	3 SH	L
• Human Resource Management	3 SH	U
• Leadership	3 SH	U

- Organizational Development

(8/09)(8/09) 3 SH U

Military Experience

Occupation ID	ACE Identifier / Title / Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level

CGR-SA **NONE ASSIGNED** 17-AUG-1993

Seaman Apprentice:

Apprentice training to further advanced training in specialized Coast Guard occupations.

- None

SN **CGR-SN-001** 13-JUN-1994

Seaman:

Maintains vessels, boats, shore facility structures, deck machinery and equipment, lines, and rigging; stands underway watches on board ships and boats as helmsmen, lookouts, and messengers; stands anchor, communications, and other special watches in port or at shore facilities; assists in the maintenance of aids-to-navigation; operates boats, booms, cranes, and winches; acts as member of gun crews and damage control parties.

- Deck Seamanship

(8/95)(8/95) 1 SH L

BM2 **CGR-BM-002** 01-JUL-2001

Boatswain's Mate:

Proficient in marlinspike, deck, and boat seamanship; manages, supervises, and administers personnel and facilities; serves as deck watch officer and boat coxswain; trains, directs, and supervises personnel in seamanship, maintenance, rigging, deck equipment and boats; supervises damage control and working parties: maintains discipline; serves as member of gun crews or gun mount captains; operates and maintains heavy equipment used in loading and buoy tending work. Participates as crewman aboard thirty-foot or larger boat during various standard and emergency situations; performing as a coxswain, maneuvers alongside a vessel underway, and docks under average conditions; demonstrates proper procedures for dealing with lawbreakers; interviews suspects and witnesses; collects evidence; demonstrates procedures for search and seizure; uses computer software for communications and data base. Overhauls blocks; operates sailmaker equipment; performs decorative rope work; makes preparations for refueling and replenishment at sea.

- Coastal Piloting 3 SH L
- Computer Science 3 SH L
- General Office Procedures 1 SH L
- Law Enforcement 3 SH L
- Navigation Rules 3 SH L
- Seamanship 3 SH L
- Small Boat Handling SH L
- Vessel Maintenance 3 SH L
- Rigging 3 SH V

(8/95)(11/12)

BM1 **CGR-BM-003** 01-MAY-2004

Boatswain's Mate:

Proficient in marlinspike, deck, and boat seamanship; manages, supervises, and administers personnel and facilities; navigates vessel and serves as deck watch officer and boat coxswain; trains, directs, and supervises personnel in seamanship, maintenance, rigging, deck equipment and boats; supervises damage control and working parties; maintains discipline; serves as member of gun crews or gun mount captains; and operates and maintains heavy equipment used in loading and buoy tending work. Participates as crewman aboard 25 foot or larger boat during various standard and emergency situations; performs as a coxswain, maneuvers alongside a vessel underway, and docks under average conditions; demonstrates proper procedures for search and seizure and dealing with lawbreakers; interviews suspects and witnesses and collects evidence; and uses computer software for communications and data base.
Overhauls blocks; operates sailmaker equipment; performs decorative rope work; and makes preparations for refueling and replenishment at sea.
Supervises anchor detail, individual work parties, and the loading, storage and discharge of cargo and supplies.

• Coastal Piloting	3 SH	L
• General Office Procedures	1 SH	L
• Law Enforcement	3 SH	L
• Maritime Communications	3 SH	L
• Navigation Rules Of The Road	3 SH	L
• Personnel Supervision	2 SH	L
• Safety And Firefighting	3 SH	L
• Seamanship	3 SH	L
• Vessel Maintenance	3 SH	L

(6/05)(6/05)

MSSD2 **CGW-MSSD-001** 27-JUN-2008

Marine Safety Specialist Deck (MSSD):

MSSDs serving in the marine safety field conduct and supervise personnel in vessel safety and security inspections. Additionally they conduct and supervise marine casualty investigations. MSSDs conduct commercial vessel inspections/examinations (marine inspector) and casualty investigations (investigation officer). MSSDs inspect the following: lifesaving equipment, firefighting equipment, bridge and navigational equipment, anchor windlasses and other ground tackle, watertight integrity, structural fire protection, etc. MSSDs also conduct inspections and casualty investigations of main propulsion equipment (gasoline, diesel, boiler, and gas turbine) and auxiliary machinery (ships service and emergency generators, steering gear, evaporators, air compressors and receivers, bilge systems, fire alarms and smoke detection systems, fuel oil handling system, cargo transfer systems, oily water separators, all vessel electrical systems, life boat launching equipment, etc.). Marine inspectors conduct examinations of vessels in dry dock to inspect welding repairs, wood and fiberglass boat repairs, rudder assemblies, propeller and tail shaft examinations, bow/stern thrusters, sea chests, sea valves, etc. They review vessel construction plans to ensure new vessel construction and existing vessel repairs are completed in accordance with approved plans, applicable regulations, and accepted industry standards. MSSDs perform regulatory oversight of complex federal laws, regulations, and treaties. These activities are performed on domestic and foreign small passenger vessels, deep draft freight/tank vessels, mobile offshore drilling units, offshore supply vessels, and oil and chemical/gas barges. In the performance of these duties, they interface with a broad array of private and public local, state, federal, international) members at all levels of the marine industry.

• Maritime Safety	3 SH	L
• Ship Structure And Terminology	3 SH	L
• Communications	3 SH	U
• Operations Management	3 SH	U
• Project Management	3 SH	U

	• Supervision	3 SH	U
	(7/10)(7/10)		

MSTC **CGR-MST-003** 01-SEP-2008

Marine Science Technician:

Observes, records, and analyzes environmental and scientific data; conducts field monitoring and laboratory analysis for chemical and oil identification; operates and maintains Coast Guard data processing systems; and maintains waterfront regulatory compliance, maritime law enforcement, and homeland security. Prepares and maintains user documentation of computer data; operates computers; uses standard meteorological equipment; conducts maritime law enforcement; works with and maintains standard oceanographic instrumentation; enforces Coast Guard regulations.

Maintains database information; conducts ship inspections; inspects areas for hazardous waste materials and suggests corrective measures; and investigates pollution incidents.

Conducts pollution investigations; interprets results of chemical analysis; supervises staff in conducting compliance investigations; prepares written instructions; organizes and evaluates training programs; develops and implements a program for evaluating staff.

Plans, implements, and monitors safety and security programs; prepares and submits budget requests; instructs and supervises staff in security and safety programs.

• Criminal Evidence And Procedures	3 SH	L
• Environmental Safety	3 SH	L
• Environmental Science	2 SH	L
• Information Management	3 SH	L
• Law Enforcement	2 SH	L
• Marine Science Technology	3 SH	L
• Maritime Law	2 SH	L
• Maritime Regulations	2 SH	L
• Principles Of Supervision	3 SH	L
• Technical Report Writing	1 SH	L
• Operations Management	3 SH	U
(1/06)(1/06)		

NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.

College Level Test Scores

Defense Language Proficiency Test (DLPT)

Date Taken	Title	Student Score	ACE Recommended Credit		
			Listening	Reading	Speaking
27-JAN-2006	Spanish	56	4L&4U		
27-JAN-2006	Spanish	52		4L&3U	

Other Learning Experiences

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

(1) Course has not been evaluated by ACE.
(2) Class attendance dates were not recorded in the service member's record.
(3) Course was not completed during the ACE evaluation period.
(4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
400470	07-OCT-1993	CR/HRA Orientation	No Location Given	1
400469	08-OCT-1993	CR/HRA Sexual Harrassment Prev	No Location Given	1
241640	13-JAN-1994	DC Team Training	No Location Given	1
K-495-0045	13-JAN-1994	General Shipboard Damage Control Training	Center for Service Support Learning Site Norfolk, VA	1
J-495-0412	13-FEB-1995	General Shipboard Fire Fighting	Center for Service Support Learning Site Norfolk, VA	1
230625	18-DEC-1999	Ms Petty Officer Course (Mspoc	Coast Guard Training Center Yorktown VA	1
400469	02-AUG-2001	CR/HRA Sexual Harrassment Prev	No Location Given	1
500201	02-AUG-2001	CR/HRA Basic Human Awareness	No Location Given	1
501436	15-MAR-2002	Export Domestic Maritime Trng	Coast Guard MSO San Juan, PR	1
400469	10-OCT-2002	CR/HRA Sexual Harrassment Prev	No Location Given	1
501761	10-FEB-2004	Port Security Officer	Coast Guard Training Center Yorktown VA	1
501764	13-FEB-2004	Marsec Ic - Fac	Coast Guard Training Center Yorktown VA	1
501404	17-MAR-2005	Suicide Prevention Training	No Location Given	1
501405	17-MAR-2005	Work Place Violence Training	No Location Given	1
500760 CG-1715-0189	29-NOV-2005	Cpec Orientation	Coast Guard ISC Miami Beach Miami, FL	3
0234-5 CG-1304-0016	23-JAN-2006	Marine Science Technician, Second	Coast Guard Institute	3

501249	02-FEB-2006	Critical Incident Stress Manag	No Location Given	1
501404	02-FEB-2006	Suicide Prevention Training	No Location Given	1
501405	02-FEB-2006	Work Place Violence Training	No Location Given	1
501955	02-FEB-2006	Rape & Sexual Assault Preventi	No Location Given	1
501540	26-SEP-2006	Emergency Response - FR Operations	Coast Guard MSO Port Arthur, TX	1
501864 CG-1728-0063	23-MAR-2007	Port State Control Officer	Coast Guard Training Center Yorktown VA	3
500799	16-MAY-2007	Shipyard Competent Person	Coast Guard Training Center Petaluma, CA	1
501869 CG-1708-0039	21-DEC-2007	Marine Inspector Course	Coast Guard Training Center Yorktown VA	3
250257	15-AUG-2008	Crude Oil Wash/Inert Gas (Cow/	Maine Maritime Academy Castine ME	1
0862-2	13-JAN-2011	Epme Master E-8	Coast Guard Institute	1

END OF TRANSCRIPT

***NOTICE TO ALL TRANSCRIPT REVIEWERS:**
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.

JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: http://www.militaryguides.acenet.edu/AboutCrsEval.htm).

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (http://www.militaryguides.acenet.edu/JointStatement/htm) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extrainstitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Servicemembers may request copies of JST transcripts directly from the Operation Centers at https://smart.navy.mil or by calling 877-838-1659. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Servicemembers must contact the respective Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at SFLY_SMART@navy.mil.

Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (http://www.militaryguides.acenet.edu) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (NV-Navy, MC- Marine Corps, CG-Coast Guard, DD-Department of Defense, AF-Air Force), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECS have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

Coast Guard:

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

PNA -Passed, not advanced. This designation indicates a successful completion of service exams that qualify the servicemember for promotion to the next level in a given occupation, pending available openings at this occupation level.

Pending evaluation - This status designates a course or occupation that ACE may be in the process of evaluating or re-evaluating for the appropriate credit recommendation pending completion of the evaluation. For more information, contact ACE's Military Evaluations Department at mileval@ace.nche.edu. MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the servicemember lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the servicemembers who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.

Other Learning Experiences & Non-Credit Courses: See Other Learning Experiences section of transcript for detailed information.

SUMMARY

Name: COAST GUARD, I AM	SSN: XXX-XX-XXXX					
ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
CG-2205-0035	566666	Recruit Training	17-AUG-1993			
		Beginning Swimming		1	L	Physical Education
		Boating/Seamanship		1	L	
		Personal Fitness/Conditioning		1	L	Physical Education
		Personal Health And First Aid		1	L	Health/Fitn/Wellness
CG-1708-0009	0451-9 451-9	Seaman by Correspondence	07-FEB-1994			
		Basic Seamanship		1	V	
CG-2205-0028	0455-3	Military Requirements for E-3 by Correspondence	17-APR-1994			
		Military Science		1	L	Military Science
CG-1714-0017	210080 GMA	Gunner's Mate, Class A	16-DEC-1995			
		Basic Electricity		1	L	
		Safety Engineering		1	L	Industrial Tech
CG-2205-0043	0457-1	Military Requirements for Becoming a Petty Officer by Correspondence	26-MAR-1996			
		Health And Fitness or Introduction To Nutrition		1	L	
		Introduction To Supervision		1	L	MG102A/MG102B
CG-1708-0022	0309-3	Boatswain's Mate Third Class by Correspondence	08-JUL-1996			
		Navigation		2	L	Navigation
		Seamanship		2	L	
CG-0802-0019	240450 MS 496	Explosive Handling Supervisor	27-OCT-2000			
		Introductory Explosive Hazardous Materials (Hazmat) Safety		3	L	

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ACE Exhibit Number	**Military Cours Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
CG-2205-0042	0458-1	Military Requirements for Becoming a Senior Petty Officer by Correspondence	18-DEC-2000			
		Fundamentals Of Communication		1	L	
		Introduction To Supervision		2	L	
CG-1708-0021	0209-1	Boatswain's Mate Second Class by Correspondence	08-MAR-2001			MG102A/MG102B
		Advanced Seamanship		2	L	
CG-1708-0020	0469-4	Navigation Rules by Correspondence	16-APR-2001			
		Basic Navigation		2	L	Navigation
CG-1717-0013	340720 4150	Leadership and Management	07-DEC-2001			
		Organizational Development		3	U	
CG-1728-0021	341090	Maritime Law Enforcement Boarding Officer, Class C	07-FEB-2003			
		Basic Criminal Investigation		3	L	CJ210A/CJ210B
		Basic Law Enforcement Organization And Administration		2	L	CJ204A/CJ204B
CG-1708-0004	0109-8	Boatswain's Mate First Class by Correspondence	03-JUN-2003			
		Technical Communications		1	V	
		Advanced Navigation		2	L	Navigation
		Advanced Seamanship		1	L	
CG-1304-0022	0134-5	Marine Science Technician First Class by Correspondence	31-JAN-2006			
		Environmental Regulations		3	L	Hazardous Materials
		Hazardous Materials		3	L	Hazardous Materials
		Project Management		3	U	MG108B, MG502B
CG-1511-0002	230442	Chief Petty Officer Academy	21-APR-2010			
		Communications		3	L	
		Human Resource Management		3	U	
		Leadership		3	U	
		Organizational Development		3	U	
CGR-SN-001	SN	Seaman	13-JUN-1994			
		Deck Seamanship		1	L	

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**** PRIVACY ACT INFORMATION ****

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ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**
CGR-BM-002	BM2	Boatswain's Mate	01-JUL-2001			
		Rigging		3	V	
		Coastal Piloting		3	L	Transport/Logistics
		Computer Science		3	L	Computer Studies
		General Office Procedures		1	L	OF011A
		Law Enforcement		3	L	Law Enforcement
		Navigation Rules		3	L	Navigation
		Seamanship		3	L	
		Small Boat Handling			L	
		Vessel Maintenance		3	L	
CGR-BM-003	BM1	Boatswain's Mate	01-MAY-2004			
		Coastal Piloting		3	L	Transport/Logistics
		General Office Procedures		1	L	OF011A
		Law Enforcement		3	L	Law Enforcement
		Maritime Communications		3	L	Electronics/Elctrcty
		Navigation Rules Of The Road		3	L	Navigation
		Personnel Supervision		2	L	MG102A/MG102B
		Safety And Firefighting		3	L	Fire Science
		Seamanship		3	L	
		Vessel Maintenance		3	L	
CGW-MSSD-001	MSSD2	Marine Safety Specialist Deck (MSSD)	27-JUN-2008			
		Maritime Safety		3	L	Transport/Logistics
		Ship Structure And Terminology		3	L	Mechanical Engr Tech
		Communications		3	U	Communication
		Operations Management		3	U	MG107A/MG107B
		Project Management		3	U	MG108B, MG502B
		Supervision		3	U	MG102A/MG102B
CGR-MST-003	MSTC	Marine Science Technician	01-SEP-2008			
		Criminal Evidence And Procedures		3	L	CJ301A/CJ301B
		Environmental Safety		3	L	
		Environmental Science		2	L	
		Information Management		3	L	OF012A
		Law Enforcement		2	L	Law Enforcement
		Marine Science Technology		3	L	Technical
		Maritime Law		2	L	Transport/Logistics
		Maritime Regulations		2	L	Transport/Logistics
		Principles Of Supervision		3	L	MG102A/MG102B
		Technical Report Writing		1	L	EN211A/EN211B
		Operations Management		3	U	MG107A/MG107B

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**** PRIVACY ACT INFORMATION ****

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ACE Exhibit Number	**Military Course Number**	**Title / Subject**	**Date**	**Credit**	**Level**	**SOC Category Code**

Defense Language Proficiency Test (DLPT)

Student's Score	DLPT Converted Score	Title	Date Taken	ACE Recommended Credit Listen	Read	Speak
56	40 & Above	Spanish	27-JAN-2006	4L&4U		
52	40 & Above	Spanish	27-JAN-2006		4L&3U	

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ACADEMIC INSTITUTION COURSES

NOT AN OFFICIAL TRANSCRIPT*

Name: COAST GUARD, I AM

SSN: XXX-XX-XXXX

NO COURSE INFORMATION FOUND FOR SSN: XXX-XX-XXXX

*This addendum is provided for your information and academic advisement only and may be incomplete. THE APPROPRIATE OFFICIAL TRANSCRIPT MUST BE ORDERED FROM THE PARENT INSTITUTIONS.

Level: V=Vocational L=Lower Division Baccalaureate/Associate U=Upper Division Baccalaureate G=Graduate E=Continuing Education D=Developmental
Credits: S=Semester Hours Q=Quarter Hours C=Clock N=Continuing Education Units

02/15/2013